

## LLE INSTRUCTION 5100H

**SUBJECT:** POLICY ON VISITS OF NON-U.S. CITIZENS

**ENCLOSURE:** (1) DOE Order 142.3B, Unclassified Foreign Nationals Access Program, Attachment 1–CRD, Contractors Only  
(2) UR/LLE Non-U.S. Citizen Visitor Information Sheet

1. **Purpose:** To establish the policy on visits of all non-U.S. citizens to the University of Rochester’s Laboratory for Laser Energetics (UR/LLE).
2. **Discussion:** In compliance with the U.S. Department of Energy (DOE) Order 142.3B, Unclassified Foreign Nationals Access Program, Attachment 1–CRD, Contractors Only (Enclosure 1), non-U.S. citizens visiting UR/LLE must be identified and preapproved if on an assignment. This policy is part of UR/LLE’s safeguards and security program implemented to protect against the loss of classified, sensitive, and proprietary information.
3. **Procedures:**
  - a. Planned international visits to UR/LLE by non-U.S. citizens on assignments must be requested through the Director’s Office at least 60 days prior to the proposed visit date. Enclosure 2 must be filled out by the UR/LLE employee sponsoring the non-U.S. citizen visitor and submitted to the Director’s Office. A current curriculum vitae or resume for the non-U.S. citizen visitor must also be provided to the Director’s Office. The information collected for the visit will be reviewed by the UR/LLE Facility Security Officer for approval and entry into the DOE’s Foreign Access Central Tracking System (FACTS) for indices checks. Indices checks are valid for two years in FACTS.
  - b. The UR/LLE sponsor will meet the non-U.S. citizen visitor upon arrival. The non-U.S. citizen visitor will sign into UR/LLE on a daily basis at the reception desk and will be provided an appropriate red visitor badge that will be worn throughout the day. At the end of the day, the non-U.S. citizen visitor will sign out at the reception desk and return their visitor badge.
  - c. The non-U.S. citizen visitor will be escorted by their sponsor or a designee in all work areas controlled by badge swipe or key access. Non-U.S. citizen visitors should not be given badges with swipe access nor keys to access locked areas, nor should they be given access to UR Information Technology (IT) Systems without prior approval by the UR IT Manager.
  - d. UR/LLE personnel will not discuss or comment on classified, controlled unclassified information (CUI), nor “need to know” information with non-U.S. citizen visitors.

- e. Non-U.S. citizen visitors are allowed unescorted access only to common areas. They must wear their visitor badges and provided directions to those common areas such as the user conference room, break rooms, and rest rooms.
  
- f. Tours: UR/LLE staff are required to give the Director's Office, Facility Security Officer, and receptionists a two-day notice of an intent to provide a tour of UR/LLE to members of the public or outside organizations. The notification will include names of the individuals on the tour and their status as U.S. citizens or non-U.S. citizens. The UR/LLE employee sponsoring and guiding the tour is responsible for ensuring all members of the tour wear their tour badges, are always escorted, and prohibited from access to restricted information or areas of UR/LLE.

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a series of loops and a long horizontal line extending to the right.

Christopher Deeney  
Director

**ATTACHMENT 1**  
**CONTRACTOR REQUIREMENTS DOCUMENT**  
**DOE O 142.3B, UNCLASSIFIED FOREIGN NATIONAL ACCESS PROGRAM**

This Contractor Requirements Document (CRD) and Attachment 2 (Definitions) establish requirements and provide information for Department of Energy (DOE) and National Nuclear Security Administration (NNSA) contractors, whose contracts involve foreign national access to DOE/NNSA- owned or leased sites, information, or technologies.

Regardless of the performer of the work, the contractor is responsible for complying 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.

1. PURPOSE. The DOE/NNSA unclassified mission focuses on the critical challenges of our time, for both the country and the world. Much of this work is performed in collaboration with the international community. At the same time, the federal government has a responsibility to protect its assets and ensure that unauthorized access to sites, information, or technologies is denied. With this in mind, this program defines the requirements for unclassified foreign national access to DOE/NNSA sites, information, or technologies by establishing requirements for the following:
  - a. A risk-based review and approval process for foreign national access consistent with United States (U.S.) law; national and economic security; and DOE program-specific policies, requirements, and objectives.
  - b. A process for documenting and tracking access by foreign nationals to DOE sites or involving access to DOE information, or technologies.
  
2. EXEMPTIONS.
  - a. Unclassified events and activities outside the U.S. or its territories.
  - b. Dual citizens, only if one citizenship is U.S.
  - c. Requests for access to information that is already in the public domain in accordance with applicable procedures. [NOTE: Physical access to a site will follow normal site security procedures, including the applicable requirements of this Order.]
  - d. Requests for access to information (e.g., technical specifications, project data, research results) by foreign nationals from countries that are formally part of a specific DOE program-sponsored international collaboration project under a DOE or U.S. Government-level bilateral or multilateral international agreement (e.g., Deep Underground Neutrino Experiment at Long-Baseline Neutrino Facility , Proton Improvement Plan-II, Vera Rubin (Large Synoptic Survey Telescope) Dark Energy Search Collaboration). This applies only to information generated under these projects and agreed to be shared among the participants. [NOTE:

Physical access to a site will follow normal site security procedures, including the applicable requirements of this Order.]

- e. Public events held on or off DOE sites.
  - f. Certain activities within General Access Areas (GAA):
    - (1) Personal visits.
    - (2) Third-party events (i.e., not related to the DOE mission) hosted at the site.
    - (3) Access by foreign national delivery, service, and vendor personnel (Note: Also exempt in other areas outside of GAA if fully escorted and compliant with other relevant security requirements.).
    - (4) Foreign nationals performing construction activities.
  - g. Foreign national emergency response and medical personnel who require access for emergencies.
  - h. Access by foreign nationals 17 years of age or younger who are involved in non-work-related activities.
  - i. International Atomic Energy Agency (IAEA) inspections, as defined in the “Agreement between the United States and the IAEA for the Application of Safeguards in the United States.”
3. REQUIREMENTS. Foreign national access requests to DOE sites, information, or technologies will be reviewed based on all the information provided and any potential impacts on site or program operations. A determination of access approval is required before each access request is granted and must ensure that any identified risk to the Government associated with the access granted has been appropriately evaluated and mitigated, including a review against the Science and Technology (S&T) Risk Matrix (see paragraph 3.g.). All access approvals must be made by U.S. citizens, are valid for the duration of access request, and must be documented in the Foreign Access Central Tracking System (FACTS) no later than the first day of access.
- a. The Curriculum Vitae (CV). A CV must be provided for each foreign national conducting research at laboratories and entered into the FACTS database. CVs must include all employment activities, since the age of 18 years, and provide all of the foreign national’s science and technology specialties. CVs must also include the current/accurate name of all academic institutions attended, and all degree/diplomas earned. There should be no lapses in time over the past 10 years.
  - b. Site Security Plan (SSP). The SSP must include the requirements and procedures used to process foreign national access requests at the site. The SSP, as approved by the Officially Designated Federal Security Authority (ODFSA), must include requirements to ensure:

- (1) appropriate documentation describing the process for application of the exemptions listed in this Order;
  - (2) appropriate delegation of approval authority to the site management official or laboratory director, and any related procedures;
  - (3) that appropriate export control and technology transfer reviews, and determinations of export license requirements, are conducted;
  - (4) that nationals of state sponsors of terrorism (SSTs) do not host other foreign nationals;
  - (5) coordination with designated counterintelligence (CI) and intelligence (IN) elements; and
  - (6) site-specific subject matter expert (SME) reviews, escort, and host requirements.
- c. Access Request. Each foreign national access request must include, at a minimum, the following items:
- (1) Country(ies) of affiliation. If multiple affiliations exist, the requirements are applied based on the country presenting the greatest risk.
  - (2) Identification of the information or technology(ies) to be accessed, and whether considered a sensitive subject as defined by this Order or a restricted technology under the Science and Technology (S&T) Risk Matrix.
  - (3) Identification of areas (e.g. GAA, PPA) to be accessed for all physical access requests.
  - (4) Justification for the requested access, including specific activities or involvement.
  - (5) Identification of the DOE/NNSA program or sub-element and its mission advanced by the access.
  - (6) Proposed start and end date of access request which cannot exceed four years (NOTE: Access requests can only be valid for the duration of the lawful immigration status of the foreign national regardless of the length of the access request).
- d. Sensitive Subjects List. Each foreign national access request must identify if it involves a sensitive subject and process accordingly based on the requirements of this Order. This list will be updated at least annually, and applies to all foreign national access requests. Any additions to the list made by a Cognizant Secretarial Officer (CSO) will be reviewed as part of the annual update.

- e. Lawful Immigration Status, Citizenship, and Identity. Sufficient documentation of immigrant or nonimmigrant status, citizenship, and identity is required for all foreign nationals at DOE sites, facilities and laboratories to verify identity and authority to work (when applicable for the activities involved) and to ensure that the foreign national is eligible (in lawful immigration status including those who have received Delayed Action for Childhood Arrivals (DACA) status) to be in the U.S. The lawful immigration status of foreign nationals must be valid for the duration of the access request. There is an exception for intermittent periods by foreign nationals entering the U.S. under the State Department Visa Waiver Program, temporarily for business or pleasure, or for Canadian citizens who do not require entrance visas.
- f. Assignment of Approval Authority. Approvals for foreign national access must be consistent with line management accountability requirements.

Field Sites. Approval authority and accountability for foreign national access to a Departmental site and associated information or technology is the head of the cognizant field element for that site. The Head of the cognizant field element may make final approval determinations for access requests involving sensitive country nationals, non-sensitive country nationals, and nationals of SSTs that are lawful permanent residents (LPRs). The head of the cognizant field element may delegate approval authority to the site management official or laboratory director after demonstration of adequate procedures to handle these access requests. When the site management official or laboratory official is not a U.S. citizen, the head of the cognizant DOE field element may delegate approval authority and accountability to a suitable individual. All site or facility approval authorities must be defined in the SSP.

A site management official or laboratory director may reassign approval authority to other U.S. citizen employees within their organization. Further reassignment or delegation of approval authority is not allowed. A site management official or laboratory director must reassign or delegate approval authority in writing and document this action in the SSP. Site management officials and laboratory directors are accountable for all access approval decisions made by themselves or by those to whom they have delegated or reassigned approval authority.

- g. Country(ies) of Risk. Country(ies) of Risk foreign nationals may be restricted from accessing technology or information as identified in the Science and Technology (S&T) Risk Matrix.<sup>1</sup>

Requests for access to conduct research under a User Agreement at an Office of Science, Energy Efficiency Renewable Energy, or Nuclear Energy User Facility

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<sup>1</sup> A new review, based on the additional S&T Risk Matrix requirements, for individuals with existing access approvals at the time of publication of this Order is not required. These individuals will be assessed against the new S&T Risk Matrix requirements at the time of their next access authorization renewal.

at a non-NNSA DOE laboratory are exempt from the review requirements related to the S&T Risk Matrix discussed below. All other requirements of this Order apply to these access requests.

- (1) S&T Risk Matrix. The DOE maintains the S&T Risk Matrix and has established restrictions for country of risk foreign nationals for accessing certain areas identified within it, unless an exemption is granted. All proposed access requests in areas that are not identified as restricted in the current S&T Risk Matrix can proceed with the normal access request review and approval process. Requests for exemptions can be made by the cognizant DOE Field Element, in coordination with the site, as described below.
  - (a) A request for access is reviewed by the site, in coordination with the Head of the cognizant DOE Field Element, to determine if the access request is in an area identified as restricted in the current S&T Risk Matrix before submitting the proposed access request through the standard access request review and approval process promulgated by this Order. When an access request is in an area identified as restricted in the current S&T Risk Matrix, the cognizant DOE Field Element must agree if a request for an exemption is warranted. Absent agreement to request an exemption, the proposed access request is not pursued any further.
  - (b) When the Head of the cognizant DOE Field Element agrees to request an exemption, a justification and clear description of why the access request benefits the U.S. is prepared. The exemption request is then submitted through the appropriate Program Secretarial Officer (PSO) and CSO, with a copy provided to the Federal Oversight Advisory Body (FOAB), with final approval/disapproval being provided by the cognizant Under Secretary or their designee.
  - (c) Completion of specialized enhanced vetting conducted by DOE IN is required prior to final approval of an exemption. A copy of the exemption request, along with the required additional information, must be submitted to the cognizant local counterintelligence (CI) office to support the specialized enhanced vetting review. Indices checks will be conducted as part of the specialized enhanced vetting process, therefore, it is recommended the exemption request be submitted 45 days prior to the start date of the access request.
  - (d) If the exemption is granted, then the access request may be submitted for the standard access request review and approval process

- (2) DOE may consider broad exemptions for specific categories of access requests, such as those supported under government-to-government agreements and in line with National Security Council policy guidance, to ensure existing priorities are not unduly impeded. These broad exemptions will be handled as determined by the cognizant Under Secretary or their designee in consultation with the FOAB and the cognizant DOE Program Office.
- h. Nationals of State Sponsors of Terrorism. Access requests for nationals of SSTs who are not LPRs require approval by the site approval authority before final approval determination. Final approval authority is held by the Secretary of Energy and can only be assigned to the Deputy Secretary, Under Secretary for Nuclear Security/Administrator of the National Nuclear Security Administration, Under Secretary of Energy, or Under Secretary for Science. The Deputy Secretary or appropriate Under Secretary, in consultation with the Office of Intelligence and Counterintelligence, will make the final approval determination for these access requests. Subsequent access requests extending currently approved and on-going access to a contractor site or laboratory may be approved by the contractor site or laboratory approval authority. For nationals of SSTs that are LPRs, final approval determination is at the site approval authority level.
  - i. Indices Checks. Indices checks are coordinated by the Office of Intelligence and Counterintelligence, and must be requested through the process of documenting access requests in FACTS. Indices checks are valid for a period of two years from the completion date, as documented in FACTS by the Office of Intelligence and Counterintelligence. If the approved access request exceeds this two-year period, updated indices checks are automatically requested through FACTS prior to the current expiration date.
    - (1) The following access requests require completed indices checks prior to the start of the foreign national access:
      - (a) All access requests by nationals of SSTs.
      - (b) All access requests to a physical security area more restrictive than a Property Protection Area (PPA).
      - (c) All access requests by all sensitive country nationals to the NNSA national laboratories sites, information, or technologies.<sup>2</sup>

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<sup>2</sup> 50 U.S.C. 2652(a), as amended by Public Law 112-239 – January 2, 2013, National Defense Authorization Act for Fiscal Year 2012, states that a background review (indices check) must be completed prior to access to any facility of a national security laboratory by an individual who is a citizen or agent of a nation on the sensitive countries list. This provision does not preclude access to areas accessible to the general public, at Lawrence Livermore National Laboratory; Los Alamos National Laboratory; and Sandia National Laboratories in Albuquerque, New Mexico, and Livermore, California.



- (d) All access requests for sensitive subjects. [NOTE: The indices check for access requests by non-sensitive nationals for sensitive subjects at sites with no classified work can be completed after access is granted.]
- (2) Access requests for sensitive country nationals to non-sensitive subjects require indices checks, but they do not have to be completed prior to the start of the foreign national's access.
- (3) Indices checks are not required for non-sensitive country national's access to non-sensitive subjects in a PPA or less restrictive areas.

For access requests that require indices checks prior to the start of foreign national access, the request for indices checks must be documented in FACTS in sufficient time to complete the indices checks. It is recommended that the request be entered into FACTS 45 days prior to the start date of the request to ensure adequate time for completion of indices checks. For access requests that require indices checks to be completed before access is granted and there is insufficient time to complete indices checks before the first day of access, the approval authority may request a CI consultation in lieu of completion of the indices checks. For requests involving nationals of SSTs, CI consultations may not be utilized until 60 days after requests are documented in FACTS. CI consultations may not be employed as a standard alternative to indices checks.

If there are valid indices checks for the foreign national documented in FACTS, the indices checks will be considered completed upon documentation of the request in FACTS using the existing FACTS biographical record for that foreign national.

- j. Documentation. FACTS is the Department's official national database on unclassified foreign national access requests. Access to FACTS is limited to U.S. citizens. All required information regarding access requests that require documentation, as detailed in this Order, must be entered in FACTS.
  - (1) Closeout Information. Information documenting the final status of access requests must be entered into FACTS within 15 days after the last day of access. This information includes the closeout status, closeout comments, and actual start and end dates for access that has taken place. Closeout statuses include: Completed, Canceled Before or After Approval, Denied, or No Show.
  - (2) SME reviews, when conducted in compliance with SSP requirements, must be documented in FACTS.

4. RESPONSIBILITIES.

- a. Heads of Hosting Sites. Hosting sites may include contractor operated field sites and national laboratories.
- (1) Consistent with an authorized assignment of authority, serve as the approval authority for foreign national access requests within their organizations.
  - (2) Implement the foreign national access activities consistent with guidance and direction from the head of the DOE field element with direct responsibility for program performance.
  - (3) Designate points of contact (POCs) for foreign national access activities, and provide contact information to the cognizant DOE field element and Cognizant Secretarial Officer (CSO), and to the Office of Health, Safety and Security.
  - (4) Ensure that guidance is issued and followed, corrective actions are implemented as appropriate, and responsibilities associated with the presence of foreign nationals are met.
  - (5) Ensure a systematic, effective process to provide managers, planners and hosts with appropriate guidance and insight regarding all technologies and information that could lead into sensitive or export controlled areas, and to ensure that sensitive or export controlled technologies and information are identified.
  - (6) In coordination with the cognizant field element, determine if proposed foreign national access requests require an exemption based on the current S&T Risk Matrix and, where appropriate, request such exemptions.
- b. Hosts of Foreign Nationals. The contractor hosting a foreign national is responsible for the activities associated with the successful accomplishment of the activity.
- (1) The contractor must ensure that foreign nationals hosting other foreign nationals are DOE contractor employees.
  - (2) The contractor must ensure that nationals of SSTs do not host other foreign nationals.
  - (3) The contractor is responsible for the conduct and activities of the foreign nationals for whom they are identified as the host.
  - (4) The contractor must ensure that the host is identified to the foreign national as his/her POC, and that the following requirements are met:

- (5) The contractor must ensure compliance with all requirements for access approval and conduct, including timely, complete, and accurate information for FACTS, compliance with SSP requirements, program sponsorship, and notification to workers regarding requirements as appropriate.
- (6) The contractor must ensure that suspicious activities are reported in accordance with local reporting requirements.
- (7) The contractor must provide the following information to the foreign nationals the contractor is responsible for hosting:
  - (a) The terms and conditions of access approval, including restrictions and requirements to notify the host of changes in name, immigrant/nonimmigrant status, and other information as required.
  - (b) The requirement to notify the responsible host of any civil or criminal problems that could affect their status and association with DOE.
  - (c) That the failure to provide appropriate documentation when required, or providing fraudulent documentation will result in suspension of access approval, removal from the site, and possible cancellation of future access.

c. Escorts of Foreign Nationals.

- (1) The contractor is responsible for ensuring that foreign nationals working or traveling within a site are escorted, when required, as identified by the SSP, to ensure there is no unauthorized access.
- (2) The contractor must also ensure compliance with all requirements for escorts identified in the SSP.

5. DEFINITIONS. Terms used for the purpose of this Order are defined in Attachment 2.



## ATTACHMENT 2. DEFINITIONS

1. Access Request. Seeking permission to enter a DOE site and/or use DOE information or technologies.
2. Approval Authority. The individual who has been assigned the responsibility and accountability to approve requests for access by foreign nationals to a DOE site, program, information, or technology.
3. Cognizant Secretarial Officer (CSO). Headquarters Assistant Secretaries, Deputy Administrator, and Directors responsible for oversight or institutional management of DOE/NNSA facilities.
4. Contractor. This term, for the purposes of this Order, means an entity that has a contract with DOE/NNSA that incorporates the CRD or its requirements.
5. Country of Risk. Any foreign country determined to be of risk, following consideration of, but not limited to, the Office of the Director of National Intelligence World Wide Threat Assessment and The National Counterintelligence Strategy of the United States of America, by the Under Secretary for Science in consultation with the Under Secretary of Energy; the Under Secretary for Nuclear Security; and the Office of Intelligence and Counterintelligence.
6. Curriculum Vitae (CV). CV is a detailed document highlighting professional and academic history. A CV must include any education/employment history. There should be no lapses in time. CVs include extensive information on academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements. In the absence of a CV, a resume may be used.
7. Dual Citizen. An individual who is a citizen of more than one country.
8. Foreign National. A person without U.S. citizenship or nationality (may include a stateless person).
9. General Access Area. A type of security area established to allow access to certain areas with minimum security requirements as determined by the cognizant security authority. These designated areas are accessible to all personnel including the public.
10. Heads of Departmental Elements. Heads of Departmental Elements include DOE's Under Secretaries, Assistant Secretaries, the NNSA Administrator, Program Office Directors, Power Marketing Administrators, or equivalent DOE officials, or any other official(s) the Head of Departmental Element designates to carry out his or her responsibilities under this Order.
11. Heads of Field Elements/Field Office Managers. Officials who direct activities of DOE/NNSA field or site offices and field organizations reporting directly to Headquarters and serve as line management, site-level mission integrators, and as the authorizing officials for activities at the site on behalf of the Administrator.

12. Host. The DOE or DOE contractor employee responsible for the activities associated with foreign national access.
13. Indices Checks. A procedure whereby a request is made to appropriate U.S. Government agencies to determine whether information exists on a particular foreign national. Indices checks are valid for a period of 2 years from the indices completion date, as documented in the Foreign Access Central Tracking System by the Office of Intelligence and Counterintelligence.
14. Information. DOE information of a programmatic, scientific or technical nature, regardless of format or medium on which it is recorded, created, or possessed by the Government or a Contractor.
15. Lawful Permanent Resident (LPR). One who has the right to reside permanently and work in the United States. Unlike a U.S. citizen, however, an LPR is not permitted by states to vote in national elections and can be deported if, for example, convicted of certain crimes. An LPR may also be known as a permanent resident alien or Green Card holder.
16. National of a Country of Risk. A foreign national who was born in, is a citizen of, is employed by, or represents a government, company institution or other organization based in a country identified as a Country of Risk.
17. National of a State Sponsor of Terrorism. A foreign national who was born in, is a citizen of, is employed by, or represents a government, company, institution, or other organization based in a country on the Department of State list of State Sponsors of Terrorism.
18. National Security. The national defense and foreign relations of the United States.
19. Non-Sensitive Country National. A foreign national who was born in, is a citizen of, is employed by, or represents a government, company, organization, or institution that is located in a country not on the sensitive country list and not a state sponsor of terrorism as identified by the Department of State.
20. Personal Visit. A Personal Visit does not include access to DOE or Contractor information or technology. Examples may include lunches with friends or relatives, retirement celebrations, or other social events.
21. Program Secretarial Officer (PSO). Headquarters Assistant Secretaries, Deputy Administrator, and Directors who have management responsibility for program planning, budgeting, and execution of DOE/NNSA mission program activities.
22. Public Event. Public events are those that include only information that is not protected by statute, regulation, or DOE policy, and is determined to be releasable to the general public, are held in locations that are accessible to the general public, and are available for attendance by the general public.

23. Property Protection Area. A type of security area having defined boundaries and access controls for the protection of Departmental property.
24. Research. Systematic investigation, including research, development, testing, and evaluation designed to develop, expand or contribute to general knowledge.
25. Science and Technology Risk Matrix (S&T Risk Matrix). Critical emerging research and technologies that require protection which do not otherwise have control mechanisms (i.e. classified information, International Traffic in Arms Regulations, export controls). The S&T Risk Matrix is intended to highlight areas of emerging and potential concern associated with economic and/or intellectual competitiveness and not to overlap or supersede existing controls associated with national security or commerce restrictions.
26. Sensitive Country List. A list of countries to which particular consideration is given for policy reasons during the DOE internal review and approval process for access by foreign nationals. Countries may appear on the list for national security, nuclear nonproliferation, or terrorism support reasons.
27. Sensitive Country National. A foreign national who was born in, is a citizen of, or is employed by a government, employer, institution or organization of a sensitive country.
28. Sensitive Subjects. Unclassified subjects and topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national and economic security. This includes items identified in the research areas determined to be restricted in the current S&T Risk Matrix and items identified as Controlled Unclassified Information (CUI) Specified.
29. Site. A geographical area where one or more facilities are located, or DOE-controlled land area including DOE-owned facilities (e.g., the Oak Ridge National Laboratory, the Nevada National Security Site, the Hanford Site, Idaho National laboratory, the Pantex Plant).
30. Specialized Enhanced Vetting. Vetting required to support S&T Risk Matrix exemption approval determination to be conducted by the Office of Intelligence and Counterintelligence based on the individual's background. The S&T Risk Matrix exemption request, including the completed supplemental questionnaire, is utilized to perform an enhanced background check with Intelligence Community partners.
31. State Sponsors of Terrorism. Countries that have been identified by the Department of State as sponsors of groups and/or activities which support terrorism or terrorist activities and are on the list of state sponsors of terrorism.
32. Subject Matter Expert. An individual who is knowledgeable about the professional standards, requirements, and practices used within the discipline he/she represents (i.e., security, export control, technology transfer, counterintelligence, or intelligence).

33. Technology. Technology is derived from basic or applied research, development, engineering, technological demonstration, economic and social research, or scientific inquiry into phenomena or technology applications. It includes the use and application of scientific equipment, may be recorded or spoken, may be represented in a medium for storage of communication, and may be contained in computer software with scientific and technical applications.
34. Third-Party Events. Activities that a DOE site hosts that are not directly in support of the DOE mission; does not include information that is protected by statute, regulation, or DOE policy and is determined to be releasable to the general public.



**YOU MUST NOW INCLUDE A COPY OF YOUR CV OR RESUME**

**PLEASE NOTE: All information in red is REQUIRED. Your visit request will not be accepted without your Resume/CV and without all the required information.**

1. Full name (family/last name, given/first name, middle name):

2. Male/Female:

3. Date of birth (month-day-year):

City of birth:

Country of birth:

4. Country(ies) of citizenship:

5. Passport number

Country of issue

Expiration date (month-day-year)

6. Permanent Resident Alien? \_\_\_\_\_

Green Card Expiration Date:

Type of visa

Visa Number:

Visa expiration date (month-day-year)

Are you currently in the United States \_\_\_\_\_ yes/no

7. Work telephone number:

Work fax number:

Work e-mail address:

8. Name and address of current employer:

Name and address of place of work if different from above:

9. Title or position:

Description of duties:

10: Name of financial sponsor:  
Approximate cost of visit (air fare, hotel, mileage, etc.):

11. Dates of proposed visit:

12. Comprehensive statement of subjects to be discussed, projects or equipment to be observed, etc.

13. Educational Background:

14. Field of research:

15. Family members who will accompany or join the applicant later:  
include name (family, given, middle):  
include date of birth (month-day-year):  
include country of citizenship:  
include city and country of birth:  
include relationship:  
include passport number:  
include passport expiration date:  
include place of issue for passport:

THE FOLLOWING MUST BE FILLED IN BY THE LLE HOST

16. *Justification of visit/assignment, including specific activities or involvement: NOTE: This is REQUIRED information*

17. *What benefits will be realized to the overall DOE ICF mission as a result of this visit? NOTE: This is REQUIRED information*

18. *What are the anticipated benefits to all of DOE's programs as a result of this visit? NOTE: This is REQUIRED information*

19. *Will this visit/assignment include a transfer of technology? NOTE: This is REQUIRED information  
yes/no/unknown*

If so, please describe:

20. *List of rooms you intend to take the visitor to: NOTE: This is REQUIRED information*

21. *Is this visit or assignment for employment purposes? NOTE: This is REQUIRED information  
yes/no*

If so, what is the potential cost of this visit to your DOE budget?

22. *Will the visitor/assignee be granted computer access? NOTE: This is REQUIRED information  
yes/no*

If so, is the access on- or off-site? on/off

List any networks to which access is granted: