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TO: Heads of Operating Divisions  
Heads of Staff Divisions

FROM: William V. Corr *William V. Corr*  
Deputy Secretary

SUBJECT: HHS Foreign Visitor Management Policy

DATE: August 30, 2011

The Office of Security and Strategic Information (OSSI) in Office of the Secretary (OS) provides oversight for the HHS Foreign Visitor Management Program (FNVMP). The Operating Divisions (OPDIVs) and the Office of the Secretary (OS) host foreign visitors from the national scientific and policy communities, international organizations, and the private sector. These visits provide a mechanism to establish and maintain scientific collaborations and discuss topics of mutual concern related to global health threats and issues. When hosting foreign visitors, the OPDIVs and OS must ensure the security and safety of HHS personnel, and establish procedures to protect sensitive HHS information and facilities, including critical infrastructure.

This policy provides standards and implementing guidelines for the HHS FNVMP. The FNVMP establishes policies to protect government property and sensitive information and ensures the safety and security of employees, contractors, and visitors to HHS-owned, leased, or occupied property. This program provides guidance to the OPDIVs and OS regarding foreign national visit requests and for the restriction of foreign national visitor access to certain areas and materials.

All HHS Operating Divisions and Staff Divisions will abide by this FNVMP. Any questions concerning this policy should be directed to Vincent Holland at [Vincent.Holland@hhs.gov](mailto:Vincent.Holland@hhs.gov) or (202) 205-3750.

Attachment

# **UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**IMMEDIATE OFFICE OF THE SECRETARY (IOS)  
OFFICE OF SECURITY AND STRATEGIC INFORMATION (OSSI)**

## **FOREIGN VISITOR MANAGEMENT POLICY**



# HHS Foreign Visitor Management Policy

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## TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
1. REFERENCES .....	4
2. BACKGROUND .....	4
3. PURPOSE.....	4
4. SUPERSESSION .....	4
5. OBJECTIVES .....	4
6. APPLICABILITY .....	5
7. POLICY .....	5
8. RESPONSIBILITIES .....	5
8.1. Office of Security and Strategic Information (OSSI) .....	5
8.2. OPDIVs/OS.....	6
8.3. OPDIV/OS Designated FNVMP Managers.....	6
8.3.1. Visits to HHS Areas or Facilities Designated as Critical Infrastructure.....	7
8.3.2. High-Risk Restricted and/or Restricted Areas.....	7
8.3.3. Visits to Other Non-public Areas in HHS Facilities or on HHS Campuses.....	7
8.3.4. Decision criteria for approving visits.....	8
8.3.5. Security procedures.....	8
Appendix A – Definitions.....	9
Appendix B –Foreign Visitor Management Plan Template.....	11
Appendix C – Guidelines for Hosts and Escorts .....	15

## 1. REFERENCES

- a. Executive Order 10450, Security Requirements for Government Employment (EO 10450).
- b. Executive Order 12968, Access to Classified Information (EO 12968), August 2, 1995.
- c. 5 USC § 552a Records maintained on individuals.
- d. HHS-OCIO Policy for Information System Security and Privacy (IS2P), August 2009.  
HHS IRM Information Security Program Policy, December 15, 2004, paragraph 4.8.3  
"Personally owned Equipment and Software".
- e. Federal Register Vol. 72, No. 72, Notices, pg 19000, Monday, April 16, 2007.

## 2. BACKGROUND

The Operating Divisions (OPDIVs) and the Office of the Secretary (OS) host foreign visitors from the national scientific and policy communities, international organizations, and the private sector. These visits provide a mechanism to establish and maintain scientific collaborations and discuss topics of mutual concern related to global health threats and issues. When hosting foreign visitors, the OPDIVs and OS must ensure the security and safety of HHS personnel, and establish procedures to protect sensitive HHS information and facilities, including critical infrastructure.

## 3. PURPOSE

This policy provides standards and implementing guidelines for the HHS foreign national visitor management program (FNVMP). The FNVMP establishes policies to protect government property and sensitive information and ensures the safety and security of employees, contractors, and visitors to HHS-owned, leased, or occupied property. This program provides guidance to the OPDIVs and OS regarding foreign national visit requests and for the restriction of foreign national visitor access to certain areas and materials.

## 4. SUPERSESSION

This policy supersedes the foreign visitor policy and procedures established in the HHS Chief of Staff Memorandum, Security Related to Hosting Foreign Visitors and Foreign Travel by HHS Personnel dated April 23, 2004, and the HHS Deputy Secretary Memorandum, Reminder of Security Procedures for International Visitors to Domestic HHS Properties, dated October 23, 2008.

## 5. OBJECTIVES

The principal objectives of the FNVMP are to establish processes and procedures for foreign national visitor access to HHS-owned, leased, or occupied property by establishing requirements for the following:

- a. A standardized process to request approval for foreign national visitor access to HHS facilities consistent with U.S. National Security policies and requirements.
- b. An oversight process to ensure that foreign national visitor access to HHS-owned, leased, or occupied property, information, equipment, and technology is restricted to that which is specifically authorized.

- c. A process to catalog and monitor foreign national visit requests to HHS-owned, leased, or occupied property.

## 6. APPLICABILITY

This policy applies to all HHS Federal employees, contractors, and foreign visitors to HHS-owned, leased, privately owned or occupied property.

## 7. POLICY

The FNVMP requires OPDIVs/OS to screen foreign national visit requests and approve or disapprove visits to ensure the safety of visitors and protect HHS facilities and information systems. The policy recognizes the length of a visit, requirements for information sharing, and the varying needs for foreign national visitor access among HHS components. The OPDIVs and OS will be responsible for establishing and implementing foreign national visitor programs within the framework of the Departmental policy. OPDIVs and OS may supplement this policy with additional procedures or site-specific requirements that are more stringent than those outlined in this policy. OPDIVs may elect to use visitor management data systems unique to their operating environment as long as these systems meet the Department Information Technology security requirements and are capable of sharing required data with OSSI as requested.

## 8. RESPONSIBILITIES

### 8.1. Office of Security and Strategic Information (OSSI)

OSSI has responsibility for management and oversight of the Department foreign national visitor management program. OSSI will:

- a. Review and approve or disapprove policies, procedures and standards developed by the OPDIVs and OS that are used to administer their FNVMP.
- b. Administer a Department-wide Foreign National Visitor Management System (FNVMS).
- c. Provide assistance, advice, and oversight on the security requirements for implementing OPDIV/OS foreign national visitor management programs.
- d. Ensure that OPDIV/OS foreign national visitor management policies and procedures are reviewed on an annual basis.
- e. Review and approve or disapprove all foreign national visit requests received through the FNVMS from designated countries<sup>1</sup> and all foreign national visits to critical infrastructure<sup>2</sup> specifically identified by the OPDIVs.
- f. Review and approve or disapprove any requests for exceptions to this policy.

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<sup>1</sup> The HHS list of designated countries are the State Sponsors of Terrorism and these can be found at: <http://www.state.gov/s/ct/c14151.htm>. In addition, OSSI may identify new program requirements or include additional countries on the list of designated countries based on analysis of current intelligence and other information related to the foreign intelligence threats to the Department. Before adding new requirements or changes to the designated countries list, OSSI will coordinate with the OPDIV/STAFFDIVs through formal intra-agency procedures to validate the requirement and determine expedient and efficient methods to implement changes.

<sup>2</sup> See Appendix A for definition of Critical Infrastructure. Each OPDIV security office maintains a list of their critical infrastructure. Critical Infrastructure lists are For Official Use Only.

## **8.2. OPDIVs/OS**

OPDIVs/OS managing HHS facilities will develop a foreign visitor management program implementation plan consisting of policies and procedures to address their unique visitor population<sup>3</sup>.

OPDIVs/OS must submit their foreign visitor management program policies and procedures to the Director, OSSI, for coordination, review, and approval or disapproval prior to implementation or modification of their policies and procedures.

At a minimum, OPDIV/OS foreign national visitor management policies and procedures must either specifically address the following points below, or request and receive an approved exemption in writing from Director OSSI:

- a. FNVMP Manager's roles and responsibilities (e.g., the local security office or other organization may serve as the designated manager of the FNVMP).
- b. Visitor categories (e.g., length of visit, foreign national visitor family members, delegations, etc.)
- c. Escort requirements, responsibilities, guidelines, and ratios.
- d. Host/hosting official responsibilities and guidelines.
- e. Procedures to oversee the administration and implementation of the foreign national visitor management program, including the implementation of FNVMS.
- f. Identify critical infrastructure sites, high risk areas or restricted areas and specify additional requirements, guidelines, and procedures for visitation to these areas.
- g. Methods used to restrict visitors to public access areas and prevent unescorted and unauthorized tours of campuses and facilities to the degree possible.
- h. Reporting procedures for foreign national visitor misconduct or unusual behavior.
- i. Identification and location of all public access facilities, especially those that may be located within facilities housing restricted areas.
- j. Incorporation of foreign national visitor policies and procedures into local facilities or site security plans.
- k. Procedures for maintaining control of foreign visitors and ensuring safety during building evacuations or other emergencies.

### **8.2.1. Hosts and Escorts.**

Refer to Appendix C – Guidelines for Host and Escorts.

## **8.3. OPDIV/OS Designated FNVMP Managers**

OPDIVs/OS shall identify at least one Manager to manage foreign national visit requests for their OPDIV and communicate with OSSI. The OPDIVs/OS designated FNVMP Manager or designated alternate must review and approve or disapprove all foreign national visitor requests to non-public areas in HHS facilities. All foreign national visits to HHS owned, leased, or occupied property must be recorded and managed through the FNVMS portal or the OPDIV's database in accordance with this policy and local procedures. If an OPDIV uses its own

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<sup>3</sup> See Appendix B for a recommended template.

database, it must also be capable of sharing or transferring information with the OSSI managed FNVMS.

### **8.3.1. Visits to HHS Areas or Facilities Designated as Critical Infrastructure**

The OPDIVS/OS designated FNVMP Manager must submit all foreign national visitor visits to critical infrastructure to the Director, OSSI, at a minimum of ten (10) business days in advance of the visit. Unannounced visits to these areas are not permitted. Request must be submitted through the FNVMS portal or the OPDIV's own database for approval or disapproval. The request shall include the exact location of the visit, such as building address and suite number.

OSSI approval must be granted prior to any foreign national visit to critical infrastructure. Foreign nationals visiting areas designated by the OPDIV or OSSI as critical infrastructure must be escorted at all times, and all other security procedures of the FNVMP must be followed as noted below. OPDIV/OS must also take additional security measures, such as clearing all desks of sensitive information, turning off all computer screens, and announcing the visit of foreign nationals to the area.

### **8.3.2. High-Risk Restricted and/or Restricted Areas**

Foreign nationals are not allowed unescorted access to any restricted areas. Approval by OSSI is not required; however, approval by the OPDIV local security office must be granted prior to any foreign national visit to a restricted area. All foreign national visitors to classified high-risk restricted and/or restricted areas must remain under escort at all times. Additionally, measures to ensure security must be taken prior to the visit, such as clearing all desks of sensitive information, turning off all computer screens, and announcing the visit of foreign nationals to the area.

### **8.3.3. Visits to Other Non-public Areas in HHS Facilities or on HHS Campuses**

**Visit requests for foreign nationals from designated countries:** The OPDIVS/OS designated FNVMP Manager must submit foreign national visitor(s) requests from designated countries to the Director, OSSI, for approval or disapproval, a minimum of ten (10) business days in advance of the visit via the FNVMS portal<sup>4</sup> or their own database.

**All other visit requests to other areas:** Foreign national visitor(s) requests not fitting the categories described above are reviewed and approved or disapproved by OPDIV/OS FNVMP Manager. Such requests will be submitted at least 24 hours in advance of the visit. For visits occurring within 24 hours of a request, waivers are permitted; however, a waiver request will be made no later than 5:00 p.m. the business day prior to the visit. Since implementation of the policy for visitors from non-designated countries is the responsibility of the OPDIVS/OS designated FNVMP Manager, the conditions for granting waivers must be addressed in the OPDIV/OS implementation policy/procedures. Furthermore, all foreign nationals visiting public areas that are located within controlled facilities will have the visitor's information annotated within the FNVMS portal or the OPDIV's data base. Procedures for capturing these data must be discussed in the OPDIV/OS foreign national visitor management policies and procedures.

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<sup>4</sup> The FNVMS portal is found at: <https://hhsvisitor.esportals.net/index.cfm>. Usage of the portal must be approved by the OSSI.

**Notification requirements for unannounced visits:** In some unusual cases, foreign national visits may be “unannounced” such as for a “short duration office call” to an area or facility that is not designated as critical infrastructure or a high-risk restricted area. In the event this should happen, the following procedures must be followed: as soon as possible, even if after the visit has concluded, the visiting person’s full name, date of birth, passport number, country of origin, position, and all locations visited will be entered into the FNVMS or the OPDIV’s database. This information must also be sent via e-mail to the OPDIV/OS FNVMP Manager.

#### **8.3.4. Decision criteria for approving visits**

In making the decision to approve or disapprove a foreign national visit request, the OPDIVS/OS designated FNVMP Manager must consider the completeness and accuracy of the information provided, including: the purpose, point of contact, host, and topic. Irregularities in the request (e.g., missing, incorrect, or outdated passport information) discovered during the security review may be a basis for disapproval. OSSI approval for foreign national visits from designated countries and to facilities designated as critical infrastructure will consider these same criteria and may require additional information from the OPDIVs. OSSI may also seek additional information and/or guidance from other Federal Departments and Agencies relevant to threats to U.S. national security.

#### **8.3.5. Security procedures**

In accordance with HHS IRM Information Security Program Policy, no foreign national visitor may attach USB cables, thumb drives or any other equipment to any HHS information technology (IT) system or hardware that is connected to any HHS networked system. Additionally, HHS employees or HHS contractor are prohibited from taking such actions on behalf of a foreign national visitor or utilizing any removable media provided by a foreign national visitor. For briefings or presentations, files should be installed on a stand-alone computer designated for the sole purpose of operating foreign visitor presentations and briefings. OPDIV/OS security offices will turn over electronic gifts, such as novelty USB drives to OSSI for inspection.

Hosts and escorts for foreign national visitors must be a U.S. Citizen and a government employee as defined in Appendix A, or an HHS contractor. Foreign nationals employed as US lawful permanent residents, Title 42 Fellows, or Title 38 Trainees may serve as hosts or escorts for foreign national visitors if specifically approved by the OPDIV/OS FNVMP Manager or the local security office.

At a minimum, foreign visitors to non-public areas of HHS facilities must be escorted at all times. In addition, foreign national visitors will receive access to facilities or information only if approved by the OPDIV or OS according to established policies, or in certain circumstances, by HHS/OSSI.



## HHS Foreign Visitor Management Policy

### Appendix A – Definitions

**Critical Infrastructure** – OPDIV/OS identified assets and/or systems so vital to the mission of the Department of Health and Human Services that the incapacity or destruction of such would have a debilitating impact on the nation's security, economy, or public health, or the missions of the Department or individual OPDIVs.

**Designated Countries** - The HHS list of designated countries are the State Sponsors of Terrorism and these can be found at: <http://www.state.gov/s/ct/c14151.htm>. In addition, OSSI may identify new program requirements or include additional countries on the list of designated countries based on analysis of current intelligence and other information related to the foreign intelligence threats to the Department. Before adding new requirements or changes to the designated countries list, OSSI will coordinate with the OPDIV/STAFFDIVs through formal intra-agency procedures to validate the requirement and determine expedient and efficient methods to implement changes.

**Employee** - Individuals appointed to the Civil Service or the Senior Executive Service serving in positions in HHS, including individuals detailed to HHS under any provision of Title 5 of the U.S. Code; special government employees serving in HHS; experts or consultants appointed under 5 U.S.C. 3109 serving in HHS; individuals appointed or serving under Title 42 of the U.S. Code, including but not limited to, commissioned officers of the Public Health Service, special consultants, and volunteers.

**Escort** – A U.S. citizen and an HHS employee or a HHS contractor who accompanies the visitor and assumes responsibility by maintaining visual and verbal contact at all times, in all non-escort-free areas or areas to which the visitor is not permitted independent access.

**Foreign National Visitor** - For the purposes of this document and physical access control, non-US citizens and non-lawful permanent residents, non-permanent resident aliens, or non-green-card holders.

**High Risk Restricted Area (may also be referred to as “exclusion zone area”)** - An OPDIV/OS-defined area where sensitive, controlled unclassified, or proprietary information or materials and equipment are used and stored. Examples include but not limited to:

- a. Secure Compartmentalized Information Facilities (SCIFs).
- b. Security Offices.
- c. Select Agents.
- d. Controlled substances Schedule I – IV.

**Host/Hosting Official** - An HHS employee who invites a non-employee visitor to HHS facilities and assumes responsibility for the visitor while in HHS facilities.

**HHS Property** - HHS owned, leased, maintained, or occupied property.

**Restricted Area (may also be referred to as “limited access areas”)** - OPDIV/OS-defined areas that, if damaged and/or compromised, could have adverse consequences for the agency's mission, or the health and safety of individuals. Restricted Area examples may include, but are not limited to:

## HHS Foreign Visitor Management Policy

- a. Laboratory area (laboratory research area, support and/or storage areas, corridors, stairwells, offices, equipment rooms (such as the freezer, autoclave, and radiation instrument rooms), and any other areas designated by management as being within a laboratory area.
- b. Data centers
- c. Animal facilities
- d. Cage cleaning and storage area
- e. Engineering shop
- f. Power plant
- g. Electrical/mechanical equipment room
- h. Loading dock
- i. Shipment receiving area
- j. Vehicle maintenance area
- k. Grounds equipment storage area
- l. Construction area
- m. Incinerator area
- n. Underground pipe chase way
- o. Tunnel
- p. Mine
- q. Rooftop
- r. Warehouse
- s. Materials storage area
- t. Any other area deemed high-risk by management in the Buildings and Facilities Office, the local facilities representative, management in the Office of Health and Safety or safety officer, and/or the local security office or security officer.

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**Security Officer** - OPDIV/OS Federal employee security officer assigned duties and responsibilities for managing aspects of the HHS Foreign Visitor Management Policy and conducting coordination and liaison with OSSI.

**State Sponsors of Terrorism** - Countries determined by the Secretary of State to have repeatedly provided support for acts of international terrorism. They are designated pursuant to three laws: section 6(j) of the Export Administration Act; section 40 of the Arms Export Control Act; and section 620A of the Foreign Assistance Act. Taken together, the four main sanctions resulting from designation under these authorities include restrictions of U.S. Foreign assistance; a ban on defense exports and sales; certain controls over exports of dual use items; and miscellaneous financial and other restrictions. For the list of State Sponsors of Terrorism, please see: <http://www.state.gov/s/ct/c14151.htm>.

## **Appendix B –Foreign Visitor Management Plan Template.**

### **1. Purpose.**

This document establishes a management policy and program for foreign visitors for OPDIVs that protect government property; restrict access to certain areas and materials; protect sensitive information; and ensure the safety and security of employees, contractors, and visitors to HHS owned leased or occupied property.

### **2. References.**

Department of Health and Human Service Foreign Visitor Management Policy, 2011.  
National Industrial Security Program Operating Manual (NISPOM) February 28, 2006.

### **3. Applicability.**

This policy applies to all OPDIV employees, contractors, and visitors to OPDIV-owned, leased, or occupied property.

### **4. Policy.**

State that OPDIV personnel must know and follow the procedures of the HHS foreign visitor management policy prior to inviting non-HHS personnel to visit HHS-owned, leased, or occupied property. Describe which office in the OPDIV is primarily responsible for managing the foreign visitor approval process.

### **5. OPDIV Responsibilities.**

Identify which office is responsible for implementing policy, including management of Foreign National Visitor Management System (FNVMS). Identify other responsibilities including:

#### **A. Visitor Categories and Specific Visitor Management Procedures.**

Explain the processes and procedures for handling employees who are foreign nationals, foreign national employee family members, delegations, visitors to public sites; *et cetera*.

#### **B. Visitor Escort Responsibilities and Ratios.**

The Department Foreign National Visitor Management Policy recommends one escort per five guests. Explain whether or not you permit contractors to be escorts. Note: Non-US citizens employed by HHS may not be escorts.

#### **C. Visitor Host/Hosting Official Responsibilities.**

Refer to Appendix C of the HHS Visitor Management Policy.

#### **D. Guidelines for Hosts and Escorts.**

Refer to Appendix C of the HHS Visitor Management Policy.

### **6. Foreign Visitor Requests.**

**A. Request Portal.** State that all for foreign visitor requests will be submitted via the FNVMS portal, located at <https://hhsvisitor.esportals.net/index.cfm>, or the OPDIV's database

which is to interface with the FNVMS portal. The first approving authority for all visit requests is with the OPDIV office managing foreign visit requests.

**B. State Sponsors of Terrorism.** State that, if the visit is from a country designated as a State Sponsor of Terrorism, the requesting office must submit the request 10 days prior to the visit. After the OPDIV office approval, the visit is required to be approved by the Office of Security and Strategic Information (OSSI). Countries designated as State Sponsors of Terrorism are listed on the Department of State's website at <http://www.state.gov/s/ct/c14151.htm>.

**C. Critical Infrastructure.** State that, if the visit is to any HHS Critical Infrastructure, the requesting office must submit the request 10 days prior to the visit. After OPDIV office approval, this visit is required to be approved by the Office of Security and Strategic Information (OSSI).

**D. Other approvals.** State that the OPDIV office retains the final approval authority for all remaining visit requests.

**E. Visit Request Information.** Discuss specific information required in the foreign visit request such as the visitor's full name, gender, country of citizenship, place of birth, date of birth, passport number, issue date, expiration date, and issuing country. Also include point of contact information concerning the host.

**F. Waivers.** Discuss whether or not the OPDIV will grant a waiver for foreign visit requests that are received within 24 hours of a visit. Discuss the specific time that request for waivers for visits must be received the day prior to the visit. Waivers for visits from countries designated as State Sponsors of Terrorism will not be granted.

## **7. Procedures.**

### **A. Information Technology (IT).**

Discuss restrictions, for allowing visitors to attach USB cables, thumb drives or any other electronic equipment to any HHS IT system or hardware. Refer to the HHS IRM Information Security Program Policy December 15, 2004, paragraph 4.8.3 "Personally owned Equipment and Software". Refer to paragraph 7.3.1 in the Foreign Visitor Management Policy for more information.

### **B. Visitation to Critical Infrastructure Sites and High Risk or Restricted Areas.**

Explain procedures to ensure security before, during, and after such visits. Refer to paragraph 7.5 in the HHS Foreign Visitor Management Policy for further details.

### **C. Incorporation of Visitor Policies and Procedures into Local Facilities or Site Security Plans.**

Discuss how facility security plans and standard operating procedures (SOPs) manage foreign visitors. For example, a facility may ensure all desks are clear of sensitive information and computer screens are turned off.

**D. Public Access Facilities, Especially Those Located Within Facilities Housing Restricted Areas.**

Identify the location, by room number or address, of public facilities that foreign national visitors may frequent. Examples may be research areas, cafeterias, or conference centers. Mention if these areas are located within buildings that also house restricted areas or critical infrastructure.

**E. Restriction of Visitors to Public Access Areas and Prevent Unescorted and Unauthorized Tours of Campuses and Facilities to the Degree Possible.**

Discuss how visitors to areas listed above in paragraph 8.D. will be restricted to public areas and prevented from inadvertently or intentionally leaving these areas unescorted.

**F. Reporting Visitor Misconduct or Unusual Behavior.**

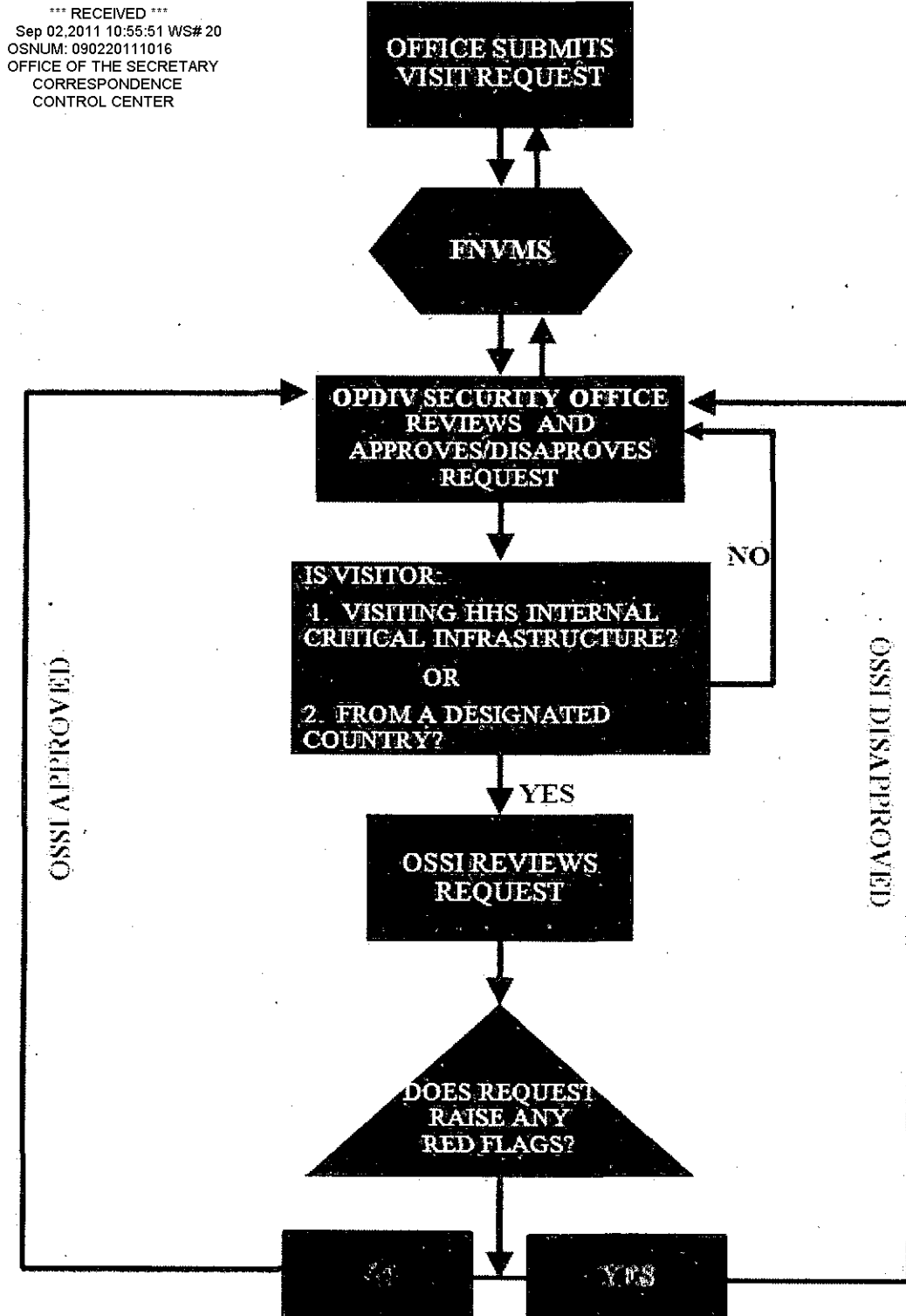
Explain how hosts and escorts should report unusual actions. Examples may include foreign visitors separating themselves from a large crowd of visitors, the use of recording devices, or strange or unusual questions presented by visitors.

**G. Maintaining Control of Visitors During Building Evacuations or Other Emergencies.**

State that hosts and escorts must brief the visitors on their Occupant Emergency Plans, including building evacuation routes and assembly points. Explain methods for hosts and escorts to maintain control and accountability during evacuations.

Annex A

FOREIGN VISIT REQUEST/APPROVAL PROCESS



## Appendix C – Guidelines for Hosts and Escorts

### Host/Hosting Official

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Hosts are responsible for the actions of persons whom they have invited to visit HHS owned, leased, or occupied property. Generally, the host should:

- a. Substantiate the reason for the visit and identify the visitor by submitting access request information via the OPDIV's FNVMS portal.
- b. Inform his or her supervisor of the visit request.
- c. Ensure all specified foreign national visitor requests are submitted ten (10) business days before the start of the visit.
- d. If required, serve, or designate someone to serve, as the visitor's escort and carry out escort responsibilities.
- e. Ensure the visitor does not have access to sensitive facilities, information, or material, unless approved by OSSI.
- f. Ensure the visitor is aware of and agrees to follow applicable visitor policies and procedures (as outlined in this document and other security or health and safety policies and procedures)
- g. Evaluate additional security considerations for visits by foreign national visitors to HHS-owned, leased or occupied property.
- h. Ensure that foreign national visitors are in compliance with the policies and procedures addressed herein.
- i. Ensure the visitors know where to go in the event of a building evacuation.

### Escort(s)

All escorts should:

- j. Have authorized access to area(s) being visited.
- k. Ensure escort-to-visitor ratio is at least one escort per five visitors.
- l. Be knowledgeable about area(s) in which the visitor will be escorted.
- m. Ensure that visitor logs are completed, where applicable.
- n. Ensure that the visitor wears his or her badge above the waist in plain view at all times.
- o. Ensure that the visitor's badge is given to security at the end of each work day, or upon expiration when directed by the local security officer.
- p. Inform the visitor of what personal and professional articles are prohibited on HHS-owned, leased, or occupied property. Explain to the visitor which areas he or she is authorized to enter without an escort (e.g., cafeterias) and those areas that require an escort.
- q. Notify local security office if visitor(s) and escort(s) will remain in a restricted area or high-risk restricted area for which they are not normally authorized beyond normal business hours.
- r. Ensure the visitor is aware of and agrees to follow applicable visitor policies and procedures.

## HHS Foreign Visitor Management Policy

- s. When transferring control of a visitor to another authorized escort, ensure the new escort is aware of escort responsibilities. If visitor logs require the escort to sign in with the visitor (e.g., for entrance to laboratories), the new escort, originating escort, and visitor must complete appropriate logs upon transfer of escort (i.e., the visitor signs out under the originating escort and in under the new escort).
- t. Notify the local security office if a visitor is acting inappropriately or is suspected of policy violations.

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