

SUBJECT AREA CONTENT

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Management System: [Human Resources](#)

Subject Area: **Guests and Visitors**

 **VIEW/PRINT ALL (No Exhibits and Forms)**

Effective Date: Apr 29, 2015 (Rev 5.1) Periodic Review Due: Apr 29, 2020	Subject Matter Expert: Angela Melocoton Bonnie Miller	Management System Executive: Joanna Hall	Management System Steward: Robert Lincoln
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Introduction

Thousands of people visit Brookhaven National Laboratory (BNL) every year. For some, the nature of their interaction with BNL requires that records be created and maintained in a permanent data file to document some facet of their visit. Collectively, these people have been labeled "Guests," but are really a diverse group consisting of guest researchers, users of facilities, collaborators, job shoppers, employees of subcontractors, student researchers and collaborators, consultants, Department of Energy (DOE) personnel, and others--such as casual visitors. BNL has a need to identify, categorize, and track these individuals. The scope of the data to be maintained depends on the nature and length of the visit and what portions of BNL their business brings them to. The processes and data that need to be captured include tracking completion and recording of the required training; providing stipends, visa services, travel, housing, insurance or other financial or administrative support; providing for proper documentation and approvals of consultant agreements; radiation exposure tracking; documenting accidents or other health-related issues; maintaining site integrity and security; and documenting usage of BNL facilities to support future budgetary requests.

This subject area defines the various types of guests and describes procedures for processing them in accordance with their respective circumstances, as explained above.

Contents

Section

Overview of Content (see section for full process)

[1. Visit Initiation and Approval](#)

- Register guests through the Guest Information System (GIS) or complete a Personal Information Form (PIF).
- Review and obtain approvals for registration.
- Complete appropriate legal agreements and housing agreements, if required.

[2. Issuing Identification Badges and Vehicle Stickers](#)

- Determine training requirements.
- Forward electronic approval notification, appointment forms to guests, if applicable.

[3. Processing and Training for Contractors and Vendors](#)

- See the [Badges, Passes, and Vehicle Identification](#) Subject Area.
- See the [Training and Qualifications](#) Subject Area for training requirements on processing contractors, vendors, and consultants.

[4. Guest Training](#)

- See the [Training and Qualifications](#) Subject Area for training requirements.

[5. Insurance for Visitors](#)

- Request insurance coverage.
- Complete enrollment form.
- Forward form to Benefits Office.
- Distribute package to guest.

[6. Registering and Approving Foreign Visitors](#)

- See the [Foreign National Visits and Assignments Unclassified](#) Subject Area.

[7. Requesting Temporary Support and Contract Laborer Services \(Job Shoppers\)](#)

- Establish Service Contracts with contract labor suppliers.
- Solicit resumes.
- Select candidate and establish appointment term.
- Department/Division updates the web requisition.

[8. Processing Human Resources Consultants](#)

- Complete Consultant Request Form.
- Enter information into GIS.
- Issue the Agreement to the Consultant.

[9. Processing Office of Educational Program \(OEP\) Student and Teacher Collaborators](#)

- Select students and input guest information into GIS.
- Request transportation or housing.

- Prepare New Employee/Guest Orientation Form.
- Enter information into Financial System.
- Complete paperwork for termination.
- Track information in DOE electronic database or GIS, as appropriate.

10. Updating and Terminating Guests

- Notify Guest Administrator of changes in guest information or status.
- Update GIS to change status or extend appointments.
- Complete new paperwork for noncitizens with extensions.
- Complete checkout sheet and enter termination date into GIS.

11. Traffic Citations for Guests and Visitors

- Security police officer submits a copy of the citation to Laboratory Protection Division administrative personnel.
- HR Records or the GUV Center researches any prior citations issued to the guest.
- Host notifies HR Records via email.
- HR Records or the GUV Center documents communication with guest.

Definitions

Exhibits

Guidebook for Guests Conducting Research

Forms

[Check-out Sheet for Guests, Research Collaborators and Technical Collaborators](#)

[Check-Out Sheet for Student and Teacher Collaborators](#)

[Commitments and Expectations Statement](#)

[Consultant Request Form](#)

[Personal Information Form](#)

[Record of U.S. Immigration Status](#)

Training Requirements and Reporting Obligations

This subject area contains the following training requirements (see the [BNL Training and Qualifications](#) website):

1. Guest Site Orientation (TQ-GSO)
OR
Contractor/Vendor Orientation Training (HP-Q-006)
2. Cyber Security (GE-CYBERSEC) - required for network access

The host will determine any other additional training courses needed specific to the Guest and/or Visitor.

This subject area contains reporting obligations. See the section [Registering and Approving Foreign Visitors](#) for information.

External/Internal Requirements

Requirement Number	Requirement Title
20 CFR Parts 1 and 30 (EEOICPA)	Interim Final Rule Implementing the Energy Employees Occupational Illness Compensation Program Act (EEOICPA)
8 USC 1324	Immigration Reform and Control Act of 1986 (Aliens and Nationality/Immigration and Nationality/ Immigration/ General Penalty Provisions/Bringing in and Harboring Certain Aliens)
BSA Contract No. DE-SC0012704 - Section J - Appendix A (I)	Advance Understanding on Human Resources; Introduction (1)
BSA Contract No. DE-SC0012704 - Section J - Appendix A (II)	Human Resources Strategy, Business Planning and Performance Management

References

[Badges, Passes, and Vehicle Identification](#) Subject Area

[BNL Training and Qualifications](#) website

[Department Codes/Organization/Administrators](#) page, [RHIC & AGS Users Center](#) Homepage

[Establish an Agreement with BNL to cover Research](#) page, [Guest, User & Visitor Center](#) website

[Foreign National Visits and Assignments \(Unclassified\)](#) Subject Area

[Guest Central](#), [Guest, User & Visitor Center](#) website

[Guest Information System \(GIS\)](#)

[Guest Registration Form](#)

[Identification Requirements for Guests and Visitors](#) page, [Guest, User & Visitor Center](#) website

[Legal Agreements](#) page, [Guest, User & Visitor Center](#) website

[Training and Qualifications](#) Subject Area

[Underage Workers \(Minors\)](#) Subject Area

[Users' Center](#) Homepage

Standards of Performance

All staff and guests shall exercise effective stewardship of assets in their custody and control, and shall take reasonable actions to safeguard all assets against theft, loss, misuse, and disruption.

All staff and guests shall assure that only appropriately authorized individuals have access to facilities, information, resources, and assets.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

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PROCEDURE: VISIT INITIATION AND APPROVAL

Management System: Human Resources		
Subject Area: Guests and Visitors		
1. Visit Initiation and Approval		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all guests and visitors for whom Brookhaven National Laboratory (BNL) wishes to maintain a permanent record, their hosts/sponsors, Department Guest Administrators, and Guest Processing Offices. All foreign nationals, regardless of their purpose of visit, are required to register through GIS. For some casual visitors who are U.S. citizens, a permanent record may not be required. Examples include, but are not limited to

- Public Events (not staying on-site);
- Other one day events (not staying on-site);
- Family members with family member ID badges;
- Minors.

Required Procedure

Step 1	To initiate a guest appointment, the guest fills in biographical/demographical information online through the Guest Information System (GIS) Web Front-End, or completes and mails a Personal Information Form to the Host/Sponsor, who fills in the information through the GIS Web Front-End.
Step 2	The GIS Web Front-End emails the sponsoring organization's Department Guest Administrator (this list can be found on the Department Codes/Organization/Administrators page, RHIC & AGS Users Center Homepage), who reviews for accuracy and routes to the Host. If the organization is not identified, the Guest, User, Visitor (GUV) Center reviews the record to determine the sponsoring organization for routing.
Step 3	The Host reviews for accuracy and approves the registration.
Step 4	After the Host approval, the system then routes the registration to the Department Administrator who reviews it for accuracy and approves the registration. Guests who are not approved should be notified of their status by their department or the Guest, User, Visitor (GUV) Center.

<p>Step 5</p>	<p>A user agreement signed by the home institution is a prerequisite for experimental work at any of BNL's user facilities. The type of agreement that is applicable depends on the work being conducted, where the work is being done, and who is sponsoring the research. Information describing some of these agreements can be found on the Establish an Agreement with BNL to cover Research page, Guest, User & Visitor Center website. Guests not doing work at a user facility but at one of BNL's Departments/Divisions are required to sign a Guest Intellectual Property Agreement (GIPA).</p> <p>The GUV Center processes, collects, and maintains all legal agreements for BNL.</p> <p>Note: The Procurement and Property Management Division places a patent clause in the contracts of guests who have personal contracts for consulting or technical work.</p>
<p>Step 6</p>	<p>The Guests citizenship and age (for underage workers) prompts the system to forward registration for further review by other Subject Matter Experts (SMEs) and approval, if required. If no further approval is required, the system forwards the record to the Guest Processing Office for upload to PeopleSoft for the assignment of a Guest number and creation of a permanent record. Based on data input, the system checks for prior records to provide previously assigned guest number and history.</p> <p>Guests are notified of their approval with a welcome e-mail, guest number, information regarding identification requirements and further instructions regarding check in can be found on the Identification Requirements for Guests and Visitors page, Guest, User & Visitor Center website.</p> <p>Note: Guest researchers and collaborators (not including facility users), who are not U.S. citizens, may require a visa recommendation from the Office of International Services (OIS). The Department/Division Administrator contacts OIS directly.</p>
<p>Step 7</p>	<p>Guests arriving at the Laboratory must check in according to the instructions on their welcome email at the following Guest Processing Offices:</p> <ul style="list-style-type: none"> • Guest, User, Visitor (GUV) Center, Building 400, Research Support Building (RSB) - All guests and Foreign National Contractors, except as noted below: • Facilities & Operations Directorate - Contractors. The specific F&O contact person for each of the areas below can be found on the Department Codes/Organization/Administrators page: <ul style="list-style-type: none"> ◦ Energy & Utilities Division (EU), Building 134 ◦ Facilities & Operations Office (FM), Building 97 ◦ Modernization Project Office (MP), Building 134 ◦ Site Resources Division (SI), Building 326 • Office of Educational Programs (OEP), Building 438 - OEP Student and Teacher Collaborators; • Human Resources (HR), HR Records, Building 400B (RSB) - Consultants and Job Shoppers. <p>All non-citizen guests' identification will be checked for conformance with DOE Order 142.3A recommendation regarding the type of visa and arrival and departure dates.</p> <p>Note: If the guest is a minor (under age 18, but not younger than 15 years of age), special preparations must be made as shown in the Underage Workers (Minors) Subject Area.</p> <p>For additional information, see the Guidebook for Guests Conducting Research and review the following items:</p> <p style="padding-left: 40px;">Remuneration: Remuneration includes, but is not limited to: travel expense reimbursements, honoraria, collaborator appointment allowances, consultant</p>

	<p>agreement payments, and student stipends. The guest's sponsoring BNL Department or other authorizing organization (e.g., Office of Educational Programs, Human Resources Records Group) may determine a guest to be eligible for remuneration, and inputs the eligibility into GIS and/or PeopleSoft Financials. BNL's Accounts Payable executes payments to Laboratory guests accordingly.</p> <p><u>Housing</u>: All guests utilizing on-site housing are required to have an active guest record in PeopleSoft. The only exceptions made to this policy are for the medical patients who use on-site housing. Guests requiring reservations for 30 days or more are considered long-term, and are required to complete a housing agreement, generated by the Housing Office, which contains the terms and conditions that guests are expected to adhere to.</p> <p><u>Interpreters and/or Accommodations</u>: The associated Department or user facility is responsible to ensure that an interpreter or other accommodation, as needed, is in place that allows the guest to receive training and work safely, if a communication or physical barrier exists. If necessary, the GUV Center can assist during check-in for training purposes.</p> <p><u>Commitments and Expectations Statement</u>: Guests coming to BNL will be required to sign a Commitments and Expectations Statement before they receive a BNL ID card. Guests should be aware that their home institution may be notified and access to the Laboratory site suspended if they fail to comply with the Commitments and Expectations Statement.</p> <p>Property Management: All guests and contractors are prohibited from removing government property off of the Laboratory site.</p>
<p>Step 8</p>	<p>The Department/Division works with the Supervisor/Host to determine training requirements for new guests and visitors in accordance with the Training and Qualifications Subject Area. All guests and visitors who work at the Laboratory are responsible for completing required training for their assigned tasks before conducting these tasks unsupervised or unescorted by a trained and qualified individual.</p>

References

- [Department Codes/Organization/Administrators](#) page, [RHIC & AGS Users Center](#) Homepage
- [Establish an Agreement with BNL to cover Research](#) page, [Guest, User & Visitor Center](#) website
- [Guest Information System \(GIS\)](#)
- [Identification Requirements for Guests and Visitors](#) page, [Guest, User & Visitor Center](#) website
- [Training and Qualifications](#) Subject Area
- [Underage Workers \(Minors\)](#) Subject Area

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PROCEDURE: ISSUING IDENTIFICATION BADGES AND VEHICLE STICKERS

Management System: Human Resources		
Subject Area: Guests and Visitors		
2. Issuing Identification Badges and Vehicle Stickers		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all guests and visitors to the Laboratory, their sponsoring Department/Division, and the Laboratory Protection Division.

Required Procedure

Step 1	See the Badges, Passes, and Vehicle Identification Subject Area for information on issuing badges and vehicle identification.
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References

[Badges, Passes, and Vehicle Identification](#) Subject Area

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PROCEDURE: PROCESSING AND TRAINING FOR CONTRACTORS AND VENDORS

Management System: Human Resources		
Subject Area: Guests and Visitors		
3. Processing and Training for Contractors and Vendors		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all contractors and vendors, as well as consultant employees sponsored by BNL to work or to provide services of a nonscientific nature on the BNL site. This includes lump-sum and task-order contractor employees, contract labor forces, vendors, and others providing a nonscientific service to the Laboratory. This information also applies to the BNL Host and/or contact person.

Required Procedure

Step 1	See the section Contractor/Vendor Training in the Training and Qualifications Subject Area for the requirements on processing contractors, vendors, and consultants.
Step 1	All foreign national contractors and vendors must follow the section Registering and Approving Foreign Visitors in this subject area.

References

[Training and Qualifications](#) Subject Area

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PROCEDURE: GUEST TRAINING

Management System: Human Resources		
Subject Area: Guests and Visitors		
4. Guest Training		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all Department/Division/Office [Training Coordinators](#). In addition, the [BNL Training and Qualifications](#) Website contains training records, information on requirements, and course schedules.

Required Procedure

Step 1	See the New Employee/Guest Training section of the Training and Qualifications Subject Area for the training requirements for new personnel.
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References

[BNL Training and Qualifications](#) Website

[Training and Qualifications](#) Subject Area

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PROCEDURE: INSURANCE FOR VISITORS

Management System: Human Resources		
Subject Area: Guests and Visitors		
5. Insurance for Visitors		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all guests of Brookhaven National Laboratory (BNL), with the exception of casual visitors, as well as Department Guest Administrators.

Required Procedure

All guests are required, with the exception of casual visitors, to have medical insurance during the length of their stay on the BNL site. US citizens and foreign nationals affiliated with U.S. institutions must indicate they have insurance. For foreign nationals that are affiliated with foreign institutions (non-salaried) with appointments of more than 30 days, the guest's Department/Division is charged by the Fiscal Department each month for the full cost of such coverage. Medical coverage is also required for foreign nationals that are foreign affiliated and visiting 30 days or less, as indicated above, and may be paid for at the discretion of the Department/Division. If the Department/Division does not pay for coverage, guests will be required to pay for the coverage* themselves. Medical coverage charged-back to the Department/Division at BNL is provided through the International Medical Group (IMG), and is available for a maximum of three years to identified classifications of foreign-affiliated collaborators.

*contact the Guest, User, Visitor (GUV) Center

Step 1	<p>For guests with appointments of more than 30 days, a GUV Center administrator and/or the Department Guest Administrator initiates action for guests requiring coverage.</p> <p>Note: A GUV Center administrator and/or the Department Guest Administrator, with guidance from the Office of International Services (OIS), determines eligibility for medical coverage for guests/visitors. IMG coverage is only available to visitors or collaborators who hold one of the following visa statuses: A-1, B-1, J-1, W-B, TN, E-2, O, or CP-Paroled. If they hold one of these visa statuses, they may also enroll family members, who have arrived in the United States with them, regardless of the family member's visa status. The visitor and spouse (if applicable) must be under age 75. Dependent children must be under the age of 18. Coverage is available up to age 21, if the child is a full-time student and dependent on the insured visitor while in the United States, and if the child is residing with the insured visitor. If a visitor or collaborator does not hold one of the visa statuses indicated above, he or she may be eligible to enroll in the CIGNA PPO medical program.</p>
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Step 2	For guests with appointments of more than 30 days, the GUV Center administrator adds the guest's information to a spreadsheet that is uploaded to IMG. The following information is required to enroll in the insurance program: visitor's name, date of birth, guest number, arrival date, departure date, visa status for the current visit, department/division code, billing information (account number, resource category, project code, activity code), and if dependents are to be covered by the insurance, then the name of each dependent and dates of birth are also required.
Step 3	The GUV Center receives IMG benefit packages and, in turn, provides an IMG benefits package to the guest, including an identification card for the participant.
Step 4	If the length of stay for a guest changes, either by an extension or a termination, the Department Guest Administrator notifies the GUV Center in advance of the change and an extension of the insurance is requested or a termination is done in order to remove the guest from the monthly billing to the Department/Division.

Guidelines

Questions on claims should be submitted by visitors to:

International Medical Group, Inc.
 Claims Department
 P.O. Box 88500
 Indianapolis, Indiana 46208-0500 USA
 Phone: 1-800-628-4664 or Outside US 1-317-655-4500

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PROCEDURE: REGISTERING AND APPROVING FOREIGN VISITORS

Management System: Human Resources		
Subject Area: Guests and Visitors		
6. Registering and Approving Foreign Visitors		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all Brookhaven National Laboratory (BNL) employees and/or pre-approved non-employees (i.e., Emeritus, Joint Appointees, and/or approved Principal Investigators [PIs]) that host foreign visitors, assignees, and prospective employees coming to BNL, including Lawful Permanent Residents. It does not pertain to individuals who are U.S. citizens, regardless of birthplace.

Required Procedure

Step 1	See the Foreign National Visits and Assignments (Unclassified) Subject Area for information on registering and approving foreign visitors.
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References

[Foreign National Visits and Assignments \(Unclassified\)](#) Subject Area

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PROCEDURE: REQUESTING TEMPORARY SUPPORT AND AND CONTRACTOR LABORER SERVICES (JOB SHOPPERS)

Management System: Human Resources		
Subject Area: Guests and Visitors		
<h3>7. Requesting Temporary Support and and Contractor Laborer Services (Job Shoppers)</h3>		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to organizations requesting Job Shopper services, the Human Resources Directorate's (HR) Talent Acquisition Group (TAG), the Procurement and Property Management Division (PPM), the Job Shop agency, and the Job Shopper.

Definition

Job Shoppers provide temporary support to work under the direction of Brookhaven Science Associates (BSA) on an as-needed basis. Job Shopper services may be required, but not limited to, the following categories: (a) administrative, (b) engineering, (c) scientific support, (d) technical support, (e) information technology, and (f) scientists.

In accordance with the terms and conditions of the current Basic Ordering Agreement (BOA), the following information, including but not limited to, must be adhered to and communicated to the Job Shopper prior to their temporary assignment:

- The Job Shopper must pass a physical and drug screening prior to their temporary assignment.
- The Job Shopper is an employee of the Job Shop agency (Contractor) and is in no way to be construed as a BSA employee.
- The Job Shopper is not permitted to travel. ***If there is a need to deviate from this prohibition, Human Resources (HR) must be contacted well in advance of the need to travel.***
- In the event that the Brookhaven National Laboratory site is closed due to inclement weather, the Job Shopper is not authorized to work. No payment shall be made to the Job Shopper for work performed during an unscheduled closing, unless the initial work order authorization states in writing the ability to work remotely and is approved in writing by the authorized approving individual.
- Government Property belonging to BSA shall not be provided to any Job Shopper for use off-site.
- The Job Shopper shall be given a specific email address, which refers to him/her as a "Contractor", not a BSA employee. This must be issued upon completion of Cyber Security Training.

Required Procedure

Step 1	The Procurement and Property Management Division (PPM) establishes a BOA with no dollar value for Job Shopper services.
Step 2	The requesting Department/Division contacts the TAG Representative in HR to discuss their need for temporary technical support services. A job classification and scope of work is created.
Step 3	TAG submits a job description to the Job Shop agencies to solicit applicable resumes.
Step 4	TAG and the requesting Department/Division evaluate resumes, conduct interviews, and select the best candidate.
Step 5	TAG negotiates a salary agreement in accordance with BSA's wage/salary structure and/or the Department of Labor's Service Contract Act and in accordance with the BOA terms and conditions.
Step 6	The selected Job Shopper is required to register in the Guest Information System (GIS) and schedule a mandatory pre-placement physical and drug screening.
Step 7	A TAG Representative provides the Job Shop agency with the link to complete a Guest Registration Form and a JAF for the physical. Registration Link: Guest Registration Form
Step 8	The Department/Division initiates the PeopleSoft requisition to include the following information: Job Shop agency, Job Shopper's name and job title, Guest #, effective date of assignment, end date of assignment, rate of pay, BSA Authorized Individual's name, Life #, phone extension and Department/Division code. A New Employee/Guest Orientation form (NEO), and Job Assessment form (JAF) must be attached to the requisition. The Department/Division obtains the necessary approvals and forwards to TAG for approval and submittal. <u>Note: Any initial or cumulative effort that is 6 months or more, requires a written explanation regarding BSA's term employment policy versus hiring a Job Shopper. This requires the approval of a Level 1 Manager on the requisition.</u>
Step 9	PPM dispatches the PeopleSoft requisition and authorizes hours on the established Purchase Order (PO) Release for the specific Job Shopper services.
Step 10	The Job Shopper reports to the TAG Representative in HR in Bldg. 400 on the first day of their assignment with BSA to complete the necessary paperwork. Once all paperwork is completed, the Job Shopper is directed to report to the Department/Division to begin their assignment. Note: Departments/Divisions are responsible for providing training to the Job Shopper according to their Job Training Assessment (JTA).

References

[Guest Registration Form](#)

[Job Assessment \(JAF\) & Additional Medical Surveillance \(AMS\) Forms, Occupational Medicine Clinic Home page](#)

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PROCEDURE: PROCESSING HUMAN RESOURCES CONSULTANTS

Management System: Human Resources		
Subject Area: Guests and Visitors		
8. Processing Human Resources Consultants		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to consultants providing Brookhaven Science Associates (BSA) with a means to obtain independent, discrete advice on a unique need for the organization for which BSA does not currently possess the expertise within the employee population.

Required Procedure

Note: These consultants are subject to all other standard processing requirements of this subject area.

Step 1	<p>The requesting Department/Division Administrator prepares a Consultant Request Form (CRF), which is signed by the Level 1 Manager, Department Chair/Division Manager, and Human Resources Manager. A Personal Information Form (PIF) must be attached for new consultants. New Consultant agreements or renewals may be requested for up to 50 days or 400 hours per year. Fees are commensurate with the consultant's established fee for service.</p> <p>A PIF is not required for the following:</p> <ul style="list-style-type: none"> • if the consultant was a previous BNL employee; • if the consultant agreement is being extended.
Step 2	<p>The Department/Division Administrator sends approved CRF and PIF (if required) to Employee and Guest Records (EGR).</p> <p>Note: Human Resources may request evidence of consultant's rate. In this case, the Department/Division Administrator asks the consultant to provide documentation of fees paid to the consultant to verify the daily fee offered is consistent with consultant's rate.</p>
Step 3	<p>The Department/Division GIS Administrator (refer to the Department Codes/Organization/Administrators page) sends the prospective new consultant the link to complete</p>

	a Guest Registration Form , or if a renewal, the Guest Extension Form located on the Guest Information System (GIS) .
Step 4	If the consultant is a foreign national, see the section Registering and Approving Foreign Visitors in this subject area.
Step 5	EGR receives CRF and seeks Chief Human Resources Officer (CHRO) approval. EGR prepares offer letter and Consultant Agreement or Consultant Agreement Supplement. Paperwork is mailed to consultant with instructions to send signed Consultant Agreement back to EGR. EGR reviews the Guest Registration and updates the status to "Pending" in PeopleSoft.
Step 6	Upon receipt of signed Consultant Agreement or Supplement, EGR will change status of guest record from "Pending" to "Auto-Term".

References

[Guest Information System \(GIS\)](#)

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PROCEDURE: PROCESSING OFFICE OF EDUCATIONAL PROGRAM (OEP) STUDENT AND TEACHER COLLABORATORS

Management System: Human Resources		
Subject Area: Guests and Visitors		
9. Processing Office of Educational Program (OEP) Student and Teacher Collaborators		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to collaborators participating in programs administered by the Office of Educational Programs (OEP) from the point they are identified for appointment, as well as Department Educational Programs Coordinators and OEP staff.

Required Procedure

Note: Office of Educational Programs (OEP) Collaborators are subject to all other standard processing requirements of this subject area.

Step 1	The Office of Educational Programs (OEP) matches approved department intern request, submitted through the PeopleSoft Financials System, with selected collaborators.
Step 2	OEP prepares and sends an offer letter with directions to submit the GIS registration form, start and termination dates, and enclosures including insurance information, travel information, Housing Request Form, Furnishings List, Maps, and BNL general information.
Step 3	If the student or teacher collaborator is a foreign national, see the section Registering and Approving Foreign Visitors in this subject area.
Step 4	OEP updates and activates the record in the PeopleSoft HR system for each student and teacher collaborator.
Step 5	OEP coordinates with Staff Services to request transportation and/or housing, and the Travel Office to issue airline tickets or provide other travel authority based on OEP requests.

Step 6	OEP generates Pay Contracts in the PeopleSoft Financials System, which includes an approved budget for each collaborator, based on the original intern request (see Step 1). The Fiscal Division prints stipend checks for student and teacher collaborators, as well as reimbursement checks based on round-trip travel vouchers prepared by OEP.
Step 7	OEP prepares notice of temporary appointment orientation packages for student and teacher collaborators.
Step 8	Student and teacher collaborators arrive on site and check in at OEP. Student and teacher collaborators receive orientation at OEP and receive ID badges, then proceed to their assigned Departments/Divisions.
Step 9	OEP disburses checks to student and teacher collaborators following assigned disbursement schedule.
Step 10	<p>OEP generates Check-Out Form for Student and Teacher Collaborators. Departments/Divisions complete the check-out form on the student and teacher collaborator's last day and notify OEP of early departures. OEP checks out student and teacher collaborators and signs for OEP. OEP collects the ID badge and distributes the final stipend check.</p> <p>Note: Department appointment extensions that are required are processed through the Department/Division and/or through OEP as a new appointment.</p>

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PROCEDURE: UPDATING AND TERMINATING GUESTS

Management System: Human Resources		
Subject Area: Guests and Visitors		
10. Updating and Terminating Guests		
Effective Date: Apr 29, 2015	Subject Matter Expert: Bonnie Miller	Management System Executive: Joanna Hall

Applicability

This information applies to all guests and visitors to the Laboratory for whom the Laboratory has established a permanent record, their Hosts, Department Guest Administrators, and the Guest Processing Office.

Required Procedure

Step 1	When there is a need to update the status of a guest, the guest notifies the Guest Processing Office or their organization's Department Guest Administrator of any changes. The guest can also utilize the on-line Guest Central system. The changes may include demographical information or items affecting their status, such as visa information, change of prime affiliation (employer or home institution), or termination of their project. The Department/Division GIS Administrator (refer to the Department Codes/Organization/Administrators page) notifies the Guest Processing Office to update data accordingly.
Step 2	In some cases, the guest will transfer to a new Department/Division. The "gaining" GIS Administrator notifies the Guest Processing Office, as well as the "losing" department. HR Records inputs the change after receiving concurrence from the "losing" department. After receiving concurrence from the "losing" department, the Guest Processing Office initiates an extension/change request through the web portion of the Guest Information System (GIS) to gain appropriate approvals.
Step 3	The GUV Center sends a monthly e-mail notification to the GIS Administrators with the names and guest numbers of guest appointments due to expire within the next three months.
Step 4	The GIS Administrator generates the extension request for both US Citizens and non-US citizens by using the Guest Extension Form located in the Guest Information System (GIS) . Note: Some extensions for non-US citizens (excluding facility users) may require a visa recommendation from the Office of International Services.

Step 5	When non-US citizen guests on intermittent appointments return or are extended, they must check-in with the GUV Center to present proper identification and applicable United States Citizenship & Immigration Services (USCIS) documentation that is current.
Step 6	If a guest is terminating, the GIS Administrator initiates a Check-out Sheet for Guests, Research Collaborators and Technical Collaborators and designates all check-out points at which the guest must be signed out. This would include guests with badges, dosimeters, property, or any fiscal dealings (housing, travel, per diem). When the guest has completed his/her designated check-out points, the Check-out Sheet is forwarded to the Guest Processing Office, which enters a termination date into the GIS. All badges of terminated guests are returned to the Laboratory Protection Division.

References

[Department Codes/Organization/Administrators](#) page, [RHIC & AGS Users Center](#) Homepage

[Guest Central](#), [Guest, User & Visitor Center](#) website

[Guest Information System \(GIS\)](#)

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PROCEDURE: TRAFFIC CITATIONS FOR GUESTS AND VISITORS

EXHIBIT

https://sbms.bnl.gov/sbmsearch/subjarea/50/50_Pro12cfm

EXHIBIT: GUIDEBOOK FOR GUESTS CONDUCTING RESEARCH

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Guidebook for Guests Conducting Research

Effective Date: Apr 29, 2015

The [Guidebook for Guests Conducting Research](#) is provided as a PDF.

Sample Legal Agreements are provided on the [Legal Agreements](#) page.

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FORM: CHECK-OUT SHEET FOR GUESTS, RESEARCH COLLABORATORS AND TECHNICAL COLLABORATORS

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Check-out Sheet for Guests, Research Collaborators and Technical Collaborators

Effective Date: Apr 29, 2015

The [Check-out Sheet for Guests, Research Collaborators and Technical Collaborators](#) is provided as a PDF.

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FORM: CHECK-OUT SHEET FOR STUDENT AND TEACHER COLLABORATORS

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Check-Out Sheet for Student and Teacher Collaborators

Effective Date: Apr 29, 2015

The [Check-Out Sheet for Student and Teacher Collaborators](#) is provided as a PDF.

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FORM: COMMITMENTS AND EXPECTATIONS STATEMENT

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Commitments and Expectations Statement

Effective Date: **Apr 29, 2015**

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FORM: CONSULTANT REQUEST FORM

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Consultant Request Form

Effective Date: **Apr 29, 2015**

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FORM: PERSONAL INFORMATION FORM

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Personal Information Form

Effective Date: **Apr 29, 2015**

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FORM: RECORD OF U.S. IMMIGRATION STATUS

Management System: [Human Resources](#)

Subject Area: [Guests and Visitors](#)

Record of U.S. Immigration Status

Effective Date: **Apr 29, 2015**

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DEFINITIONS

Definition: Guests and Visitors

Term	Definition
assignment (foreign national)	Presence, including employment, of an invited foreign national at a DOE facility for more than 30 calendar days. Assignments are normally for the purpose of participating in the work of the facility, gaining experience, or contributing to projects.
auditor	Reviewer, regulator, inspector, or assessor, either an individual or a team of individuals from Federal (DOE, EPA, OSHA), state (DEC, Board of Health, Government Officials), and local agencies (Suffolk County Governmental Authorities or agencies), invited members of a community group/committee, or scientific sponsor/partner. These individuals could be either US citizens or foreign nationals. They can come to the Laboratory to conduct activities to ensure compliance of federal regulations or contract requirements, monitor processes and activities, conduct peer reviews/productivity surveys, or to establish and enhance community trust and confidence.
BNL Contact	A BNL employee responsible for overseeing the work performed by the contractor and for determining whether the contractor employee(s) shall require BNL site-specific training or be assigned an escort.
BNL Designated User Facility	<ul style="list-style-type: none"> • Alternating Gradient Synchrotron (AGS) • National Synchrotron Light Source (NSLS) • Scanning Transmission Electron Microscope (STEM) Facility • Tandem van de Graaff Accelerator Facility • Relativistic Heavy Ion Collider (RHIC)
casual visitors	<p>This category includes a variety of people who visit the Laboratory for whom there is no need to maintain a permanent record. It includes short-term visitors who are not staying overnight, or who are on-site for less than three days and do not perform work or a service at the Laboratory. Other casual visitors may include, but are not limited to, family members of employees and guests, those attending public events or other one-day events, and minors.</p> <p>Note: All foreign nationals regardless of their purpose of visit, are required to register through GIS.</p>
Collaborative Research	A project that will produce a report that has at least one BNL scientist as an author.
Contractor	

	An individual (contractor, sub-contractor, consultant on a Personal Services Agreement, or vendor) whose organization has a contract with BNL through Procurement & Property Management (PPM) that performs work or provides a service, under contract to the Laboratory other than for on-site services, such as the cafeteria, service station, child development center, and the credit union. These contractors are issued a contractor ID badge.
Contractor or Laborer/Job Shopper	A contracted employee whose services are assigned to BNL through a contract with an independent firm. Such services are provided to support temporary technical, engineering, accounting, or other service needs. Job Shoppers are assigned through Human Resources. There are established open contracts for support services provided through contract labor or job shop houses. This does not include people who make routine deliveries, for example: Federal Express, UPS, RPS.
Department Guest Administrator	One or more employees, appointed by each Laboratory organization, authorized to capture, input, and update information on guests and terminate their active status. This person may also be the host.
Educational Programs Coordinator	A departmental point-of-contact with the Office of Educational Programs (OEP), appointed by the Chair of the Department, to centralize the flow of paperwork and assist with student/teacher placements within the Department. The Department is responsible for notifying OEP of personnel changes.
Foreign National	A foreign national is any person who is not a U.S. citizen, and includes permanent resident aliens. Foreign nationals sponsored for visits or assignments include <ol style="list-style-type: none"> 1. Officials or other persons employed by foreign governments or other foreign institutions, which may or may not be involved in cooperation under international agreements; 2. Foreign students at US institutions; 3. Employees of DOE or other US Government agencies or their contractors, of universities, of companies (professional or service staff), or of other institutions; 4. Prospective employees of DOE or DOE contractors.
GIS Web Front-End	An Internet-based registration system for guests to input personal and demographical information on themselves and for designated Laboratory personnel to use to perfect and approve the guest record.
Guest	Any non-employee who visits the Laboratory for whom the Laboratory establishes and maintains a permanent record. A permanent record may be required if the visitor meets one or more of the following conditions: 1) Visits a facility for which training is required; 2) Visits a facility requiring the use of a radiation monitoring device; 3) Visitor or accompanying family member is a foreign national; 4) Visitor is expected to spend more than three days at the Laboratory. A guest is assigned a BNL guest number.

<p>Guest Information System (GIS)</p>	<p>A module of the Human Resources Information System (HRIS) which tracks demographical and historical information on guests. To maintain continuity of information on individuals whose status evolves from employee to guest (or vice versa), one identification number is used to track that individual in all modules of the HRIS.</p>
<p>Guest Processing Office</p>	<p>Organizations which have large numbers of guests for whom they are responsible (National Synchrotron Light Source [NSLS], Nuclear and Particle Physics, and Plant Engineering), are authorized to process guests on entry to the Laboratory and to input and update information into the GIS. The Human Resources Records Group serves as the Guest Processing Office for the rest of the Laboratory.</p>
<p>Guest Scientific Appointee</p>	<p>Any person, who for one or more days, actively engages in a BNL-approved research project. This does not include technical discussions or observations of less than 30 days. Appointees must have an affiliation with a home institution or business (except retired employees and spouses of current scientific staff). All other guests are considered non-scientific.</p>
<p>Guidebook for Guests Conducting Research</p>	<p>This information applies to all guests and visitors to the Laboratory for whom the Laboratory has established a permanent record, their hosts, Department Guest Administrators, and Guest Processing Offices.</p>
<p>Host</p>	<p>BNL or DOE employee sponsoring, coordinating, and/or approving the guest's visit. This individual is responsible for assuring guest compliance with the provisions of this subject area as well as the accuracy of data required herein. A sensitive country foreign national cannot be a host of another sensitive country's foreign national. Organizations (Departments/ Divisions/Offices) appoint and authorize sponsors and assure proper transfer of responsibility should a sponsor leave the Laboratory or change positions.</p>
<p>Job Shopper/Contract Laborer</p>	<p>A contracted employee whose services are assigned to BNL through a contract with an independent firm. Such services are provided to support temporary technical, engineering, accounting, or other service needs. Job Shoppers are assigned through Human Resources. There are established open contracts for support services provided through contract labor or job shop houses.</p>
<p>Minor</p>	<p>Any person under the age of 18, but not younger than 15 years of age. Note: No one under the age of 15 will be permitted to perform work on-site without approval by Level 1 Managers. See the Underage Workers (Minors) Subject Area.</p>
<p>oversight</p>	<p>Reviewer, regulator, inspector, or assessor, either an individual or a team of individuals from Federal (DOE, EPA, OSHA), state (DEC, Board of Health, Government Officials), and local agencies (Suffolk County Governmental Authorities or agencies), invited members of a community group/committee, or scientific sponsor/partner. These individuals could be either US citizens or foreign nationals. They can come to the Laboratory to conduct activities to ensure compliance of federal regulations or contract requirements, monitor processes and activities, conduct peer reviews/productivity surveys, or to establish and enhance community trust and confidence.</p>

<p>Research Collaborator</p>	<p>An individual with a primary affiliation other than Brookhaven, who works with members of the scientific staff, or uses a Laboratory research facility. Allowances for expenses, such as travel, per diem, or housing may be provided.</p>
<p>Resident Contractor</p>	<p>An individual (contractor, subcontractor, consultant on a Personal Services Agreement, or vendor) that performs work or provides an on-site service, such as the cafeteria, service station, child development center, and the credit union, under their organizational contract to the Laboratory. These resident contractors are issued guest ID badges.</p>
<p>Sensitive Country</p>	<p>A country to which particular consideration is given for policy reasons during the DOE internal review and approval process of visits and assignments by foreign nationals. Countries may appear on this list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. A foreign national is considered to be from a sensitive country if a citizen of, or employed by, a government or institution of a sensitive country. For a current list of sensitive countries, contact the BNL Counterintelligence Office.</p>
<p>Sensitive Subject</p>	<p>Unclassified subject/topics identified in existing federal regulations governing export control as well as those identified by DOE as unique to its work, which involves information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies which may adversely affect US national economic security. Therefore, they require special management oversight, especially before release to foreign nationals. The list of sensitive subjects is maintained by the Office of Nonproliferation and National Security. See the Sensitive Subjects List on the Fiscal Services Division (FSD) Foreign Travel Web site.</p>
<p>Specific Security Plan</p>	<p>A plan developed and implemented to protect DOE and DOE contractor assets and to prevent the compromise of a DOE security interest or sensitive subject to a foreign visitor or assignee. The specific security plan shall impose specific access restrictions and security countermeasures to ensure effective protection of DOE assets. The security plan is approved by the approval authority for the unclassified foreign visit or assignment. The effectiveness of the security plan serves as a critical decision element regarding approval actions. The security plan provides sufficient detail to support the approval authority in the decision-making process. For more information, see the Specific Security Plan.</p>
<p>Sponsoring Department/Division</p>	<p>The department/division that contracts for and oversees the work of the contractor.</p>
<p>State Sponsor of Terrorism (SST) Countries</p>	<p>The US State Department maintains a specific list of state sponsors of terrorism that are not contained in the sensitive country's list. Visits and assignments by foreign nationals from these countries require special processing and approval from the Secretary of Energy. For assistance in determining the visitor's SST status, contact the Brookhaven Counterintelligence Field Office.</p>
<p>Student</p>	

	<p>Guests may be designated as students if they are registered in graduate, undergraduate or high school programs. These students can have one of several guest titles assigned to them. See the exhibit Guest Title and Description.</p>
Student Collaborator	<p>An undergraduate or high school student who participates for a short-term in BNL research programs, normally under the auspices of the Office of Educational Programs.</p>
Teacher Collaborator	<p>A pre-college teacher or college professor, who participates in BNL research programs, normally under the auspices of the Office of Educational Programs.</p>
User	<p>A user is a researcher who proposes and conducts peer-reviewed experiments at a scientific facility designated as a user facility by the U.S. Department of Energy. Most often, users are badged, on-site users, but can include remote users. Users are typically given a one- or two-year intermittent guest appointment (without remuneration), subject to extension. A user may have one of several guest titles assigned to them. See the exhibit Guest Title and Description.</p>
Visit (foreign national)	<p>Presence of a foreign national at a DOE facility for 30 calendar days or less. Visits, which total over 30 calendar days in a period of 12 months, are defined as assignments. Visits are normally for technical discussions, orientation, observation of projects or equipment, training, contract service work, or discussion of collaboration on topics of mutual interest without participation in the work of the facility, or for courtesy purposes. The term "visit" includes officially sponsored attendance at a DOE event off-site from a DOE facility, but does not include on- or off-site events and activities open to the general public. Off-site events that do not include participation by DOE or DOE contractor personnel that work in areas of national security and nonproliferation, or have knowledge in subjects of interest to foreign nationals that may attempt to compromise national security may be exempted from the provisions of this notice by the approving official from the host organization.</p>

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