CHAPTER 14

VISITS AND MEETINGS

1401. GENERAL

1. Basic policy regarding visits and meetings is found in Chapters 18 and 19 of reference (a).

2. For security purposes, the term visitor applies to:

a. Any person who is not attached to or employed by the command.

b. Personnel on temporary additional duty.

3. Under no circumstances may personnel handcarry their own visit request(s) as proof of clearance.

1402. OUTGOING VISITS

1. Visit Requests (Visitor Clearance Data Forms, OPNAV 5521/27, Exhibit 14A) will be completed as proof of clearance for classified visits by OPNAV, SECNAV and DON Staff Office personnel. Cognizant Security Coordinators or Assistants will verify accuracy of data, sign, and mail visit requests to appropriate host activities. Emergency visit clearances may be passed by telephone, provided that this is acceptable to the host activity. They must be followed-up as soon as possible by hard copies. Requests for visits between Navy commands may be transmitted by facsimile machines and must be on official letterhead or OPNAV 5521/27. Visit requests submitted by facsimile machines must include all of the required information.

2. When access to classified information is required in connection with a visit to a contractor facility, the Security Coordinator or Assistant must submit a visit request directly to the contractor, with an information copy to the appropriate Defense Investigative Service Regional Director of Industrial Security (DIS Cognizant Security Office). A list of these addresses may be found in Appendix C of reference (a).

1403. INCOMING VISITS

1. The OPNAV Security Branch (OP-09B31) is the central point for receiving and reviewing incoming visit requests from all

outside activities. Any office receiving visit requests directly must forward them to the OPNAV Security Branch (OP-09B31).

a. Incoming visit requests from other DOD or government organizations must be submitted per the requirements of reference (a). OP-09B31D will then forward them with a security review endorsement to the cognizant Security Coordinator (or Assistant) for further dissemination or final disposition/retention. Visit requests not prepared per reference (a) will be returned to the submitting DOD or government organization.

b. Incoming visit requests from contractor facilities must be submitted per the requirements of the Industrial Security Manual for Safeguarding Classified Information (ISM) (DOD 5220.22-M) of March 1989 (NOTAL). OP-09B31C will then forward them with a security review endorsement to the cognizant Security Coordinator (or Assistant) for further dissemination or final disposition/retention. Visit requests not prepared per DOD 5220.22-M of March 1989 (NOTAL) will be returned to the contractor facility.

2. Before access to classified information may be granted to a visitor, the host office must:

a. Check visitor identification, i.e. government/ contractor picture ID badge or drivers' license.

b. Have on file a valid visit request with the visitor's security clearance endorsed by OP-09B31C or OP-09B31D as applicable.

c. Confirm the visitor's "need-to-know" with the appropriate program/project manager.

NOTE: Refer to Chapter 15 for in-depth information regarding access by contractor personnel.

1404. VISITS TO DEPARTMENT OF ENERGY (DOE) ACTIVITIES

1. Request for Visit or Access Approval (DOE F5631.20), Exhibit 14B, must be completed for visits to DOE activities and related contractors. The initiating office will forward the completed form including a typed addressed envelope to the OPNAV Security Branch (OP-09B31D) days in advance, to allow sufficient time for processing and mailing.

2. The "To" address block will be filled in with the address of the appropriate DOE activity or contractor facility, unless the visit requires access to weapons related Restricted Data or Critical Nuclear Weapons Design Information (CNWDI). In such cases, the requesting office will leave the "To" block and the accompanying envelope blank, to be completed by OP-09B31D.

1405. VISITS BY MEMBERS OF CONGRESS

1. Visits by Members of Congress are normally arranged by the Office of the Chief of Legislative Affairs or Department of the Navy officials who will inform the office to be visited of the general level and disclosure level of classified information.

2. Guidance concerning disclosure of classified information should be obtained as soon as possible from the Office of the Chief of Legislative Affairs.

3. Members of Congress, by virtue of their elected status, do not require DOD security clearances. Certification of clearance is required, however, for staff members accompanying a Member of Congress (See paragraph 23-2 of reference (a)).

1406. VISITS BY REPRESENTATIVES OF THE GENERAL ACCOUNTING OFFICE

Properly cleared and identified representatives of the General Accounting Office (GAO) may be granted access to classified Department of the Navy information in the performance of their assigned duties and responsibilities per paragraph 18-8 of reference (a).

1407. VISITS BY FOREIGN NATIONALS

1. Policy and procedures for visits by foreign nationals are described in detail in OPNAVINST 5510.48J (NOTAL). Policy and procedures for visits of nationals from communist controlled countries are contained in OPNAVINST C5510.159 (NOTAL).

2. Visits by foreign nationals which will involve substantive technical discussions or the disclosure of classified information require the approval of the Navy International Programs Office (Code 10), or an authority specifically delegated in OPNAVINST 5510.48J (NOTAL).

1408. CLASSIFIED MEETINGS

1. Any meeting which will involve the disclosure of classified information must be held at a government installation or cleared DOD contractor facility.

2. See Chapter 19 of reference (a) and OPNAV NOTICE 5510 of 31 October 1989 for detailed responsibilities for security sponsorship of classified meetings, specific security procedures for classified meetings and procedures for obtaining clearance for non-government attendees.

3. **Conference Rooms**

a. Protection of classified information within a conference room is the responsibility of the official sponsoring the meeting.

b. The official holding a TOP SECRET meeting in a conference room which is not alarmed will notify the OPNAV Security Manager (OP-09B31) at least 30 working days in advance so that a Technical Surveillance Countermeasures Survey (TSCM) can be scheduled and conducted.

(1) Requests for TSCMs, should state specific room number and date of meeting and will be classified Secret. Declassification statement to be placed on your request is:

Classified by OPNAVINST S5513.4C, Encl. (17)
Declassify on OADR

(2) Upon completion of the survey the official sponsoring the conference is responsible for providing access control of the conference area until the conference is over.

c. Meetings classified SECRET or above require a monitor while the conference is in session. Monitors must have a security clearance equivalent to the classification of material to be discussed. They must provide access control by ensuring that personnel attending the conference have clearance equal to or higher than level of information to be discussed and a "need-to-know".

d. Telephones located in conference rooms shall be disconnected during classified discussions.

1409. UNCLASSIFIED MEETINGS

1. Material prepared for presentation at unclassified meetings and instructional courses on subjects concerning sensitive research and operations should be submitted for security review.

2. Guidance as to categories of information requiring review (see exhibit 12A of reference (a)) and the administrative procedures for submitting the information for review are found in SECNAVINST 5720.44A.

EXHIBIT 14A

VISITOR CLEARANCE DATA FORM (OPNAV FORM 5521/27)

VISIT REQUEST PRIVACY ACT STATEMENT ON REVERSE

VISITOR CLEARANCE DATA
OPNAV 5521/27 (REV. 1-75) S/N 0107 - LF - 055 - 2235

(SEE CURRENT EDITION OF OPNAVINST. 5510.1 FOR DETAILED INSTRUCTIONS)

CHECK ONE
☐ REPLY REQUIRED
☒ REPLY ONLY IF NEGATIVE

FROM (COMPLETE ADDRESS OF REQUESTING ACTIVITY)

(YOUR COMPLETE MAILING ADDRESS)

(COMPLETE MAILING ADDRESS OF ACTIVITY TO BE VISITED)

DATE OF REQUEST
(DATE SUBMITTED)

SPECIFIC PERSONNEL OR SECTION OF COMMAND TO BE VISITED
(YOU MUST FILL IN THE NAME OF YOUR POINT OF CONTACT)

SAMPLE

FOLD ON THIS LINE

DURATION OF VISIT (ARRIVE)	(DEPART) (NOT TO EXCEED 1 YR)	DEGREE OF ACCESS REQUIRED
(FIRST DAY OF THE VISIT)	(LAST DAY OF VISIT)	SECRET

PURPOSE OF VISIT/REMARKS (IF THE VISIT IS TO A CONTRACTOR FACILITY, INCLUDE CONTRACT NUMBER IF APPROPRIATE)
(INDICATE SPECIFIC PURPOSE.) ALSO INCLUDE CONTRACT NUMBER IF VISITING A CONTRACTOR.

NAME, RANK, TITLE OR POSITION, SOCIAL SECURITY NO.	DATE AND PLACE OF BIRTH	NATIONALITY (CHECK ONE)	LEVEL OF SECURITY CLEARANCE
JOHN T. DOE 001-01-0001 SECURITY SPECIALIST	02-26-55 WASH, DC	X U.S. CITIZEN / IMMIGRANT ALIEN	TOP SECRET
		U.S. CITIZEN / IMMIGRANT ALIEN	
		U.S. CITIZEN / IMMIGRANT ALIEN	
		U.S. CITIZEN / IMMIGRANT ALIEN	
		U.S. CITIZEN / IMMIGRANT ALIEN	
		U.S. CITIZEN / IMMIGRANT ALIEN	

NAME, RANK AND TITLE OF OFFICIAL AUTHORIZING VISIT AND CLEARANCE
CDR ROBERT C. SMITH
SECURITY COORDINATOR (OP-099)

SIGNATURE
Robert C. Smith

COPY TO
(AS REQUIRED)

EXHIBIT 14B

REQUEST FOR VISIT OR ACCESS APPROVAL

(DOE F5631.20)

☐ ⌒ ⌒ ⌒ ⌒ ⌒ ⌒

☆U.S.GPO:1988-0-215-698/90636

DOE F 5631.20
(2-87)
(Formerly DP-277)

U.S. DEPARTMENT OF ENERGY
REQUEST FOR VISIT OR ACCESS APPROVAL
(Not to be used for temporary or permanent personnel assignments.)

OMB Control
No. 1910-1800

PART "A"

To: FILL IN (except when access to RD or CNWDI is required for visit)

From: FILL IN

Date: FILL IN
Prepared by: FILL IN (TYPIST)
Symbol: FILL IN (OFFICE CODE)
Telephone No.–Commercial: FILL IN
FTS:

It is requested that the following person(s) be granted visit/access approval:

LAST NAME, FIRST, MIDDLE INITIAL AND SOCIAL SECURITY NUMBER	CHECK: U.S. CITIZEN	CHECK: ALIEN	DATE OF BIRTH	ORGANIZATION	TYPE CLEARANCE	CLEARANCE NO.	DATE OF CLEARANCE
INCLUDE POSITION TITLE AND INDICATE ALL INFORMATION REQUIRED	FILL IN		FILL IN	FILL IN	FILL IN	LEAVE BLANK	FILL IN

NAME OF FACILITY(IES) TO BE VISITED: FILL IN

FOR THE INCLUSIVE DATES: FILL IN (ie) 1/1/89-12/31/89

DOE Security Official Verifying DOE Clearance

FOR THE PURPOSE OF: FILL IN

TO CONFER WITH THE FOLLOWING PERSON(S): FILL IN

MARK BLOCKS

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED: FILL IN, IF APPLICABLE

Access requested to:
Restricted Data ☐Yes ☐No
Other classified info ☐Yes ☐No

Prior arrangements have/have not been made as follows: FILL IN, IF APPLICABLE

CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.

Authorized access to Critical Nuclear Weapon Design Information (CNWDI) in Accordance with DOD Directive 5210.2 ☐Yes ☐No ← FILL IN

LEAVE BLANK
Name and Title, Requesting DOD Official

LEAVE BLANK
Title, Authorizing DOD Official
(See DOD Directive 5210.2 and 5210.8)

LEAVE BLANK
Signature
(See AR 380-150; OPNAV 5510.3F; AFR 2105-1)

CERTIFICATION FOR PERSONNEL HAVING DOE CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty.

Title — *Requesting DOE or Other Government Agencies*

Approval is granted with limitations indicated below:

SAMPLE

Manager of Operations/or Headquarters Division Director

SEE REVERSE OF PART B FOR PRIVACY ACT INFORMATION STATEMENT