



HOSTING NON-U.S. CITIZEN/FOREIGN PERSON VISITORS

UAC facilities frequently host non-U.S. citizen/Foreign Person visitors due to the company's involvement in the world marketplace. Some of these individuals are, or could be, UAC employees.

The U.S. Government controls the transfer of technology to Foreign Persons (defined at top of Page 3), and prohibits access to some unclassified information to **all** non-U.S. citizens. These policies also apply to anyone, including a U.S. citizen representing a foreign interest, e.g., foreign company or foreign government. Various government laws and regulations require the strict control of Foreign Person visits to defense contractor facilities, **whether they are employees or visitors**. As a cleared U.S. defense contractor, UAC must also comply with Department of Defense (DoD) regulations regarding the admission of Foreign Persons to our facilities, and regarding access to certain defense areas and information by non-U.S. citizens, including U.S. Resident Aliens.

To eliminate potential embarrassment to visitors and UAC, Security requires completion of Form C-75B **prior** to a visit. This applies to one-time, extended, or recurring visits by all non-U.S. Citizens/ Foreign Persons, as well as U.S. Persons representing a foreign interest. **One-week (five business days) notification** is required to allow Security, in conjunction with Business Area Export/Import Management, to verify the necessary approvals/clearances (such as citizenship, country of representation, information/facility access requirements, discussion topics, and export/import authority) before the visitor's arrival.

In situations where correspondence through diplomatic channels is necessary, **30-day advanced notice** is needed to obtain the appropriate Government-to-Government approvals/clearances. This includes visits requiring:

1. The release of DoD classified/unclassified information from a classified contract to a non-U.S. citizen.
2. The release of unclassified technical data as defined in the Department of State International Traffic in Arms Regulations (ITAR) or the Department of Commerce Export Administration Regulations (EAR).

Government approvals are *not necessary* for Foreign Person visitors in the following situations:

- There will be no release or discussions of any information on classified activities.
- There will be no release or discussions of Technical Data.
- There will be no information released other than general business data and information, which has been previously approved for Public Release or is in the public domain.

Each Host/Escort shall understand and comply with the following:

1. An employee Host/Escort is required for all non-U.S. citizen/Foreign Person visitors **unless** an approved Technology Control Plan is in place.
2. The employee Host/Escort shall be a U.S. citizen and a UAC employee,
3. Avoid meeting sites or conference rooms for Foreign Person visitors that are deep within the facility.
4. Disclosure of classified **or** unclassified Technical Data to a Foreign Person constitutes an export and may be subject to controls of the ITAR or EAR.
5. Foreign Persons will be given access **only** to information necessary in the performance of task assignments and shall be subject to all Government approvals/sponsored visit request.
6. Ensure any information and/or material to be disclosed to a Foreign Person is approved, e.g., TAA, MLA, FMS, U.S. Government sponsored visit, or is already in the public domain.
7. Deny a Foreign Person access to export-controlled material and information unless there is an approved export authorization.
8. All electronic computer devices, cameras, and recording devices must be approved by the Security Department before they are authorized in the facility. Foreign Persons, like all visitors, are prohibited from connecting any electronic device to a UAC network or system. Care must also be taken during the visit to prevent inadvertent visual access by the visitor(s) to all active computer screens that may display export-controlled technical data.

Host/Escorts must also be aware that Resident Aliens who possess a valid Form I-551, i.e., "Green Card," and are therefore U.S. Persons, are nevertheless non-U.S. citizens. They, and anyone representing a foreign interest, company or government, **may not** have access to some unclassified information and work areas that U.S. Government customers have contractually specified for access by **U.S. citizens only**. Check with Security to determine if such contracts exist at your facility. In such cases, the Facility Security Officer may direct use of this form for all Resident Alien visitors as a standard practice.

VISITOR REQUEST – NON-U.S. CITIZEN/FOREIGN PERSON

Form C-75B (12-09) Page 2 of 3

NOTE: SEND COMPLETED FORM TO THE SECURITY ELEMENT RESPONSIBLE FOR FOREIGN VISIT CONTROL AT YOUR FACILITY.

PRIMARY HOST/ESCORT NAME				EMPLOYEE NO.	TELEPHONE NO.	DEPT./ZONE		
LOCAL HOST/ESCORT NAME (IF DIFFERENT FROM PRIMARY)				EMPLOYEE NO.	TELEPHONE NO.	DEPT./ZONE		
VISIT LOCATION (SITE, LOBBY, AND INTERIOR LOCATION OF MEETING)					DATE OF VISIT FROM: _____ TO: _____			
COUNTRY AND/OR COMPANY REPRESENTED								
IF COMPANY, NAME						COMPANY INCORPORATED IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ADDRESS						CITY, REGION/COUNTRY		
NAME(S) OF NON-U.S. CITIZEN(S)/FOREIGN PERSON(S)								
NAME (FIRST, MIDDLE, LAST)	DATE OF BIRTH	PLACE OF BIRTH	TYPE ID	PASSPORT NO./ RESIDENT ALIEN CARD	EXPIRATION DATE	ISSUING COUNTRY	CITIZENSHIP COUNTRY	OTHER CITIZENSHIP COUNTRIES
1.								
2.								
3.								
4.								
TYPE OF IDENTIFICATION SYMBOL: RA = RESIDENT ALIEN CARD PP = PASSPORT DL = DRIVER'S LICENSE (Foreign Representatives)								
CONTRACT/PURCHASE ORDER NO.			PROGRAM			SERVICE SUPPORT ONLY		
REASON FOR VISIT (PROVIDE A <u>DETAILED</u> DESCRIPTION – ADD SHEETS AS NECESSARY):								
<p>1. WILL TECHNICAL DATA AS DEFINED IN ITAR PART 120.10 OR 121 OR TECHNOLOGY AS DEFINED IN EAR PART 772 BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO (A Tech Data Export Authority form is required in most cases. Consult your Export/Import Representative.)</p> <p>2. INDICATE THE APPLICABLE EXPORT AUTHORITY (i.e., LICENSE NO., TAA, MLA) _____</p> <p>3. WILL THERE BE A TOUR, FACILITY WALK-THROUGH, OR SYSTEM/HARDWARE DEMO? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES,</p> <p>A. WHAT AREAS WILL BE VISITED? _____</p> <p>B. WHAT SYSTEM/HARDWARE WILL BE DEMONSTRATED? _____</p> <p>4. WILL ANY INFORMATION OTHER THAN MARKETING, GENERAL BUSINESS DATA, OR INFORMATION ALREADY IN THE PUBLIC DOMAIN OR WHICH DOD/DOS/DOE APPROVED FOR PUBLIC RELEASE BE DISCUSSED OR RELEASED (e.g., FINANCIAL DATA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>5. WILL GOVERNMENT PERSONNEL MEET WITH/OR ACCOMPANY THE VISITORS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>6. WILL CLASSIFIED INFORMATION BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LEVEL OF CLASSIFIED: _____</p> <p>7. WILL UNCLASSIFIED INFORMATION RELATING TO A U.S. GOVERNMENT CLASSIFIED PROGRAM BE RELEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, CONSULT WITH YOUR BUSINESS/PROGRAM EXPORT/IMPORT REPRESENTATIVE.</p> <p>8. WILL NATO BE DISCUSSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, A NATO BRIEFING IS REQUIRED</p>								
I certify that I have read and understand my responsibilities (Page 3) for hosting a visit of a non-U.S. citizen/foreign person. I understand that I must comply with corporate/sector procedures regarding the export of technical information, defense articles, and defense services.								
HOST/ESCORT EMPLOYEE SIGNATURE							DATE	
LOCAL HOST/ESCORT (ON -SITE POINT OF CONTACT FAMILIAR WITH PLAN FOR VISIT, IF DIFFERENT FROM LOCAL HOST LISTED ABOVE)								
NAME (PRINT)			SIGNATURE		EMPLOYEE NO.	TELEPHONE NO.	DATE	
APPROVALS								
HOST/ESCORT MANAGER NAME (PRINT)			SIGNATURE		EMPLOYEE NO.	TELEPHONE NO.	DATE	
EMPOWERED OFFICIAL/BUSINESS/PROGRAM EXPORT/IMPORT REPRESENTATIVE								
NAME (PRINT)			SIGNATURE		EMPLOYEE NO.	TELEPHONE NO.	DATE	
EXPORT CONTROL COMMENTS								

VISITOR REQUEST – NON-U.S. CITIZEN/FOREIGN PERSON

Form C-75B (12-09) Page 3 of 3

SECURITY USE ONLY

APPROVAL TO ISSUE APPROPRIATE ESCORT/NON-ESCORT BADGE AS REQUIRED.

SECURITY DEPT.	TCP REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	VISIT ID NO.	IS THIS A SPONSORED VISIT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LOBBY ENTRANCE RECEPTIONIST/SECURITY	SIGN IN DATE/TIME	SIGN OUT DATE/TIME	BADGE NO. ISSUED
1.			
2.			
3.			
4.			

HOST/ESCORT ACKNOWLEDGMENT AND CERTIFICATION STATEMENT

The United States Government has issued specific regulations to defense contractors that govern the access of Foreign Persons to our facilities. A **“Foreign Person”** is:

1. Anyone who is not a U.S. citizen, a lawful permanent resident or a protected individual, or
2. Any U.S. citizen who represents a foreign entity, such as:
 - a. A foreign government or any agency or subdivision thereof (e.g., embassy or mission), or
 - b. A foreign corporation, business association, partnership, trust, society, or
 - c. A foreign organization that is not incorporated or registered to do business in the U.S., or
 - d. An international organization (e.g., NATO, UN, etc.).

A **“Foreign National”** is any person who is not a citizen or national of the U.S.

The information outlined below summarizes UAC Corporation Security requirements that apply when hosting the visit of a Foreign Person or any non-U.S. citizen at a UAC facility.

RESPONSIBILITIES:

As the Host/Escort, I shall:

1. Understand the definition of the following terms, as described in the ITAR or EAR: Foreign Person, Technical Data, and Public Domain.
2. Comply with all procedures regarding “Incoming Visits by Non-U.S. Citizen and/or Foreign Persons.”
3. Inform all UAC personnel supporting the visit of their limitations on the release of controlled technical data to the foreign national visitor(s).
4. Notify the Non-Citizen/Foreign Person visitor that original photo ID, e.g., Green Card or Passport, is required at entry.
5. Ensure proper escort is maintained at all times while on UAC premises when visitors are required to be escorted.
6. Perform a due diligence survey of the area(s) to ensure that an unauthorized export does not accidentally occur and obtain approval from the Security department if access is required to export control areas.
7. Ensure that the visitor does not have unauthorized access to U.S. Government classified information, Unclassified Controlled Technical Data, or to UAC Private/Proprietary information, without obtaining all appropriate approvals prior to granting access.
8. Ensure that no transmission of classified information to the visitor will take place without advance coordination with and specific authorization from the site Security department.
9. Review information to be disclosed to ensure the data is within the scope of the export license or the authorized Visit Request if access to controlled technical data is required.
10. Report all known or suspected ITAR/EAR compromise incidents immediately to the Security department.
11. File a report with the Program Export Focal Point describing any unauthorized export of technical data.
12. Contact the site Security department if I have questions relating to this visit.