



HEALTH AFFAIRS

THE ASSISTANT SECRETARY OF DEFENSE

1200 DEFENSE PENTAGON
WASHINGTON, DC 20301-1200

OCT 20 2000

MEMORANDUM FOR: CHIEF OF STAFF (HEALTH AFFAIRS)
DASD (HEALTH OPERATIONS POLICY)
DASD (CLINICAL & PROGRAM POLICY)
DASD (HEALTH BUDGETS AND FINANCIAL POLICY)
DASD (HEALTH PROGRAM INTEGRATION AND
EXTERNAL AFFAIRS)
EXECUTIVE DIRECTOR, TRICARE MANAGEMENT
ACTIVITY

SUBJECT: OASD (HA) Policy Memorandum on Processing and Reporting Official
Foreign Visits and Assignments

Earlier this year all DoD components were directed to review policies for the control of foreign nationals visiting or assigned to this office. This initiative is the first step in the development of an automated process for reporting information to the Foreign Visits System (FVS) and will help ensure that access to classified and controlled unclassified information has been properly authorized and appropriate assurances in security have been obtained. DoD Directive 5230.20, "Visits, Assignments and Exchanges of Foreign Nationals," August 12, 1998, is the governing regulation on visiting and assigned foreign nationals. Foreign visitors to DoD Components falling in certain categories specified in DoD Directive 5230.20, Section 2.3, need not be processed using the Foreign Visits System. However, controls must be applied to all visitors to ensure they do not gain unauthorized access to classified and controlled unclassified information, or work in areas where such information resides.

Effective immediately, all offices within the purview of OASD (HA) are required to contact our Program Director Office for International Affairs, Health Operations Policy, prior to the arrival of official foreign government visitors. This contact is necessary to ensure that any access to classified and controlled unclassified information has been properly authorized. Additionally, the attached form will be used to document all visits or assignments of foreign nationals to any offices or facilities within the purview of OASD (HA), or any DoD contractor facilities providing support to this office. The visit documentation form must be submitted electronically to LTC Bob Thompson (robert.thomson@ha.osd.mil), Program Director for International Affairs, Health Operations Policy, within 10 days of the completed visit/assignment. The form is available on the Microsoft Outlook Program, under Public Folders/All Public Folders/Health Affairs/Foreign Visitors. For questions concerning this policy contact LTC Thompson at (703) 614-4157.

J. Jarrett Clinton, M.D., M.P.H.
Acting Assistant Secretary

Attachment:
As Stated

HA POLICY: 0000008