
Foreign Visit Rules

The **Unclassified Foreign Visitor Request** form must be completed and approved for the following visitors:

1. Foreign Persons – Any person who is neither a U.S. citizen nor a Permanent Resident Alien.
2. Permanent Resident Aliens who do not provide their alien registration card to the Receptionist/Security Officer for verification.
3. Any U.S. Person who is a representative of a foreign government, foreign company, or foreign interest.
4. Employees from L-3 foreign subsidiaries, affiliates, branch offices, program offices, whether or not they are U.S. Citizens or Permanent Residents.

Foreign Visit Guidelines

1. L-3 hosts should exercise discretion in answering questions regarding technical information and should establish specific guidelines with the help of the local Technology Export Control Coordinator prior to the visit.
2. A knowledgeable L-3 employee must escort Foreign Person visitors **at all times** while in the facility. The escort is responsible to insure foreign visitors do not have the opportunity to access any export-controlled data not specifically approved for the visit.
3. Visitors must wear the assigned Visitor Badge at all times while in the facility. The badge must be returned to the Receptionist/Security Officer each time the visitor leaves the facility.
4. Visitors should be discouraged from conversing with other employees who are not directly involved with the visit.
5. Visitors are not permitted to bring cameras or recording devices into L-3 facilities without prior authorization from the Security Department.
6. L-3 hosts and escorts must report any suspicious or unacceptable conduct on the part of the visitor to the Security Department.

Foreign Visit Information

The Defense Security Service (DSS) continues to receive reports from companies concerning intelligence collection efforts by foreign visitors. Foreign collection activity during these visits has been assessed as the most damaging because it can result in the loss of technology with very little cost or risk to the foreign visitor. Once in a facility, a foreign visitor can manipulate the visit to address and collect some, if not all, of their technology requirements.

While most foreign visits take place without incident, some result in inappropriate or suspicious activity. "Wandering" visitors who become offended when confronted, questions beyond the scope of what was approved for discussion, or the fraudulent use of data exchange agreements have all been reported to the DSS as means of obtaining information not authorized for release. Other approaches for collecting targeted information include arriving at the facility unannounced, taking notes and photographs, holding "commercial" discussions when the U.S. government has declined to officially sponsor the visit, and last minute or unannounced additions to a visiting delegation. Many of these techniques are designed to produce potentially embarrassing incidents for the host and succeed as a result of the host's attempts to be conciliatory.

Many cases of inappropriate conduct during foreign visits involve taking advantage of the escort. This happens most often when there are an insufficient number of escorts to control the size of the visiting group. In an incident at an aeronautics facility, a foreign delegation of 10 visitors was provided with one escort. Recognizing the vulnerability of the escort, the delegation used an opportunity during a restroom break to split the delegation, thereby causing half the delegation to be unescorted in an area with export controlled technology exposed.

A popular technique used by several foreign military attaches in the U.S. is to arrive at a contractor facility unannounced dressed as a civilian and producing a phony business card. The civilian business attire makes the military attaché appear less threatening; however the actual ploy is to arrive "unannounced" and rely on the company's courtesy to obtain access to the facility. What is unknown to company personnel is that most foreign military attaches are either trained intelligence officers or acting in the capacity of intelligence officers.

Some recommended security countermeasures to mitigate vulnerabilities associated with these collection techniques are simple, effective and inexpensive to implement:

- * If a foreign visitor shows up unannounced and requests to visit with you, be unavailable and ask to reschedule the visit for another time. Report the unannounced visitor to the Security Office as soon as possible.
 - * Be wary of last minute additions or substitutions to a foreign delegation. Check with the Security Office before allowing them to attend the meeting or enter the facility.
 - * Ask your visitor to make sure they bring and are prepared to show appropriate identification when they visit. Security procedures require positive identification of all visitors to our location before they are allowed access to the facility.
 - * Make sure you have a sufficient number of escorts for the visitors and that escorts are briefed on what may be discussed with the visitors, as well as any restrictions placed on their access.
 - * If a visitor becomes offended when confronted during a security incident, recognize the confrontation as a collection technique and politely insist that the visitor comply with the security requirements. Contact the Security Office for assistance if necessary.
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