THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

OUTGOING SECURITY CLEARANCE VERIFICATIONS

Number 07.04.07

Division Office of Research Security (ORS)

Date January 12, 2012

Purpose To provide guidance regarding the circumstances when faculty, staff, and students require Visit Authorization Request (VAR) sent to a Government Facility or Federal Contractor Facility.

To inform faculty, staff and students of the procedures in place to submit a VAR for a visit to a cleared facility off-campus.

Policy The University of Alabama in Huntsville conducts tasks under classified contracts from the U.S. Government and other Federal Contractors. For an employee to perform tasks under these contracts, a VAR must be submitted to the visited facility if security clearance verification is required.

Procedures Employees are required to complete the Visitor Clearance Request (VAR Worksheet) located on the Office of Research Security (ORS) website: http://www.uah.edu/rsa. The VAR Worksheet will be forwarded to the ORS Office once it has been completed. The VAR should be submitted to ORS a minimum of 10 days prior to the visit whenever possible to allow for any problems to be resolved and to avoid delays.

An Office of Research Security staff member will review the worksheet for completeness and submit the VAR through the Joint Personnel Adjudication System (JPAS) using the information from the completed worksheet.

The employee will be notified when the VAR has been submitted along with the valid dates of the VAR once it has been submitted in JPAS.

The employee will be required to submit a new worksheet 10 days prior to the expiration of submitted VARs if continued access will still be required on current contracts.

Review The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).
Approval

______________________________
Chief University Counsel

______________________________
Security Administrator Office of Research Security

______________________________
Vice President for Research and Economic Development

APPROVED:

______________________________
President