

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
OUTGOING SECURITY CLEARANCE VERIFICATIONS

<u>Number</u>	07.04.07
<u>Division</u>	Office of Research Security (ORS)
<u>Date</u>	January 12, 2012
<u>Purpose</u>	<p>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.</p> <p>To inform faculty, staff and students of the procedures in place to submit a VAR for a visit to a cleared facility off-campus.</p>
<u>Policy</u>	<p>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.</p>
<u>Procedures</u>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<u>Review</u>	<p>The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).</p>

Approval

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