

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**ADMINISTRATIVE MANUAL**

SUBJECT Foreign Visitors to Cal OES	COORDINATOR International Affairs
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**POLICY**

It is the policy of the California Governor's Office of Emergency Services (Cal OES) to process and vet all foreign visitors or delegations with the United States Department of Homeland Security (DHS) prior to allowing foreign nationals to visit and tour Cal OES facilities. According to the DHS Implementing Directive for Executive Order 13549, DHS requires state agencies that have federal security clearance holders, or DHS classified material and/or equipment to comply with this executive order.

**AUTHORITY**

Government Code Section §§ 8550, 8585, 8586  
Federal Information Security Management Act of 2002  
Department of Homeland Security Implementing Directive for Executive Order 13549

**BACKGROUND**

Building relationships and sharing information with our foreign partners is critical to Cal OES's mission and efforts to protect California, and the United States (US). Nevertheless, these visits can present opportunities for foreign visitors to collect information that exceeds the specific purpose of their visit. The sheer volume of visitors makes it difficult to detect those who do come with hidden motives.

Cal OES must take appropriate security precautions to prevent the loss of classified, proprietary, or otherwise sensitive information during foreign visits. Some visitors are from countries that are interested in obtaining protected information. Intelligence collections by foreign visitors at US government, commercial, or defense installations are a real concern. Security compromises from foreign visitors can be minimized if Cal OES staff is properly briefed in advance of the visit.

**RESPONSIBILITIES/GENERAL REQUIREMENTS**

1. All foreign visitors requesting to visit Cal OES must be sponsored by a US federal, state or local government. The request is to be submitted to Cal OES by the sponsoring agency on official letterhead, or by contacting the Office of Audits and Performance Evaluations, International Affairs Coordinator directly. Foreign nationals with a pre-existing professional relationship with Cal OES may be sponsored by a Cal OES representative.
2. Once the International Affairs Coordinator receives the official request, a DHS approved visitor clearance request form will be provided to the sponsoring agency to complete and

return. All foreign visitors are required to coordinate with the sponsoring agency to submit their biographic data, including a brief summary of the purpose and goal of the visit.

3. Biographic data must be submitted to DHS at least thirty (30) days in advance prior to the visit, or as soon as the visit has been confirmed.

***Important:*** Delegations sponsored by the State Department are still required to provide biographic data and submit a visitor clearance request thirty (30) days in advance prior to the visit for DHS approval.

4. The Cal OES Facility Security Officer (FSO) must be notified by the International Affairs Coordinator and provided with the biographic data of each non-US citizen visitor. The FSO will submit the information to DHS to begin the vetting process and complete a background check on each foreign visitor.
5. Cal OES directorates, offices and programs who receive a request to host a foreign visitor or delegation must notify the Office of Audits and Performance Evaluations, International Affairs Coordinator of the visit and begin the vetting process and coordination.
6. DHS only notifies the FSO when federal records uncover a security concern. Unless DHS issues a “No” specific to the identified security concern, the visit may continue at the discretion of the FSO and the Internal Affairs Coordinator.
7. It is the responsibility of the International Affairs Coordinator or directorates to notify the programs, divisions or branches that will be visited and staff who will provide presentations at least two (2) weeks in advance.
8. The Information Security Officer (ISO) should also be notified at least two (2) weeks in advance of any foreign delegation visit to ensure that sensitive systems and operations are properly secured.

### **BIOGRAPHICAL DATA NEEDED**

#### ***DHS ISMS FNV Request Form***

- First, middle and last names (as well as any alias information)
- Gender, citizenship, and date and place of birth (country and city)
- Green Card, and expiration date (if applicable)
- Passport/Visa number with copy, country of issuance, and expiration date
- Government agency or company name
- Country and address of employer
- Title or position
- Visit start and end date

***Note:** Please attach a copy of passport/visa with photo of each non-US citizen visitor, this can be scanned or hardcopy.*

### **ADDITIONAL SECURITY MEASURES**

- Do not allow unannounced foreign visitors access to Cal OES facilities. Instead, inform them that they should contact the International Affairs Coordinator to schedule a visit.
- Do not allow last minute visitor substitutions or additions to a foreign delegation.
- Verify personal identification against original visit requests when foreign visitors arrive to ensure identity is confirmed.
- Do not allow any foreign visitor to use Cal OES computers, cell phones, fax machines, copiers and/or any other communication equipment. Please ensure that all staff managing the delegation is aware of any sensitive systems and/or operations during the visit.
- Ensure that the intended program to be visited have enough staff available to ensure security of sensitive systems and operations, should the delegation split into multiple groups.
- Inform visitors in advance that photography/video will not be permitted in the California State Warning Center and in the State Operations Center, server rooms, switchgear rooms, and any other sensitive technology area.
- For Cal OES presentations, please ensure that PowerPoint's, and other documents do not contain sensitive information.

### **CAL OES SECURITY DESK**

Cal OES staff shall provide security personnel with advanced notification of all scheduled visitors. This can be done by E-Mail to Security at [SecurityDesk@CalOES.ca.gov](mailto:SecurityDesk@CalOES.ca.gov), and must include the following information:

- The purpose of the visit
- The expected time of arrival
- The name of the person(s) visiting
- Who they will be visiting and their phone numbers, and room numbers

This information provides security with the means to ensure that only authorized individuals are given access to the building.

**CONTACT**

Report any violations of this policy or possible suspicious activity by visitors to any of the following individuals:

**Facility Security Officer**, (916) 845-8705

**International Affairs Coordinator**, (916) 845-8534 or (916) 845-8420

**Cal OES Security**, (916) 845-8599 or (916) 845-8500.

**Information Security Officer**, contact via the CA State Warning Center at (916) 845-8911.

Cal OES's Office of Audits and Performance Evaluations, and International Affairs is responsible for managing this policy. If you have any questions or concerns, please contact staff at (916) 845-8534 or (916) 845-8420.