

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
OUTGOING SECURITY CLEARANCE VERIFICATIONS

Number 07.04.07

Division Vice President for Research and Economic Development - Office of Research Security (ORS)

Date January 12, 2012; Revised November 13, 2023

Purpose To inform The University of Alabama in Huntsville's ("UAH") faculty, staff, and students of the processes that must be followed when circumstances necessitate the submission of a Visit Authorization Request (VAR) to a Government Facility or Federal Contractor Facility for a visit to a cleared facility off-campus.

Policy UAH 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.

Employees are required to complete the VAR Worksheet located on the ORS website: <https://www.uah.edu/ors>. The VAR Worksheet will be forwarded to ORS once it has been completed.

An ORS Representative will review the worksheet for completeness and submit the VAR through the DOD Official System of Record 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.

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 ORS Director will be responsible for the review of this policy every five years (or whenever circumstances require).