

Mod 3 Job Aid: Routine Visits

Types of Routine Visits	
Discussing or reviewing commercial subjects	Company performance versus plans or budgets; inventory; accounts receivable; accounting and financial controls; and implementation of business plans and technical development programs
Commercial suppliers	The solicitation of orders, the quotation of prices, or the provision of products and services on a commercial basis
Fiscal, financial, or legal matters	Necessary for compliance with the requirements of any foreign or domestic governmental authority responsible for regulating or administering the public issuance of, or transactions involving, stocks and securities
Marketing and technical activities	Relating to the import or export of products necessary for compliance with the regulations of U.S. departments or agencies, including but not limited to the Departments of Defense, Commerce, State, and Treasury.

Requirements for Routine Business Visits	
Are those visits that pertain only to the commercial aspects of the Company's business; made in connection with the regular day-to-day business operations of the company and do not involve Company Principals, senior officials of the Affiliates, the transfer or receipt of classified information or Export Controlled Information, or activities bearing upon the Company's performance of its classified contracts.	
Request for Routine Business Visit	<ul style="list-style-type: none"> • Must be submitted in writing • Submitted in advance to the FSO • State the basis which the requester deems the visit
FSO Discretion	<ul style="list-style-type: none"> • May refuse to accept any request that the FSO believes lacks sufficient information • May refer request to designated OD for evaluation to ensure request is in accordance with the terms of the Agreement
Special Provision Concerning Subsidiaries	<ul style="list-style-type: none"> • Visits between the Company and its subsidiaries are an exception to the visitation restrictions. • However, Visits between the Company's subsidiaries and any Affiliate shall be subject to the visitation approval procedures established in the agreement visitation policy and procedures.
Discretion to Alter Notice or Approval Requirements	<p>The GSC, in its reasonable business discretion and consistent with its obligation to safeguard classified information and Export Controlled Information in the Company's possession, may with the approval of DSS:</p> <ul style="list-style-type: none"> • Designate specific categories of visit requests other than those enumerated above as Routine Business Visits not requiring the advance approval of the designated Outside Director • Determine that, due to extraordinary circumstances involving the security of classified information and/or Export Controlled Information, certain types of Visits that might otherwise be considered Routine Business Visits are to be allowed only with the advance approval of the designated Outside Director

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Approval of Visit Requests	
<i>Except for certain Routine Business Visits, all Visit Requests must be approved in advance by the GSC Chairman's designated Outside Director(s) who will have authority to review, approve, and disapprove Visit Requests (including meetings at any location both in the U.S. or overseas, and may include video and teleconferences) to the Company by the Affiliates.</i>	
	Based on the Visitation Procedures established by GSC
	All requests for Visits submitted or communicated in advance to the FSO should include: the exact purpose, justification, list of attendees, location of the visit, and date and time of the visit, and minutes from the meeting upon completion
	Written request cannot be accomplished within the GSC approved timeframe because of an unforeseen exigency-- the request may be promptly communicated to the FSO for consideration by the GSC, and immediately confirmed in writing ,with sufficient information, as mentioned above
	FSO may refuse to accept any request submitted with less than the required advance notice if the FSO determines that there is insufficient time to consider the request
	FSO will advise the designated Outside Director of the request for approval. The Outside Director will evaluate the request and confirm in writing at least one day prior to the date of the proposed visit. The documentation will be kept in a chronological file
	Written reports for social visits at other locations between Company and Affiliate personnel are not prohibited, but should be recorded and submitted after the fact to the FSO
	The record of visits kept by the FSO , should be available for review by the designated OD and the GSC
	Visits that exceed 30 consecutive business days or that cumulatively exceed 200 days in a single year shall also require DSS approval in addition to the Outside Director(s)
	GSC, with the approval of DSS, may designate specific categories of visit requests that may not require advance approval, such as unforeseen emergencies
	Each proposed visit must be individually justified and a separate approval request must be submitted for each visit