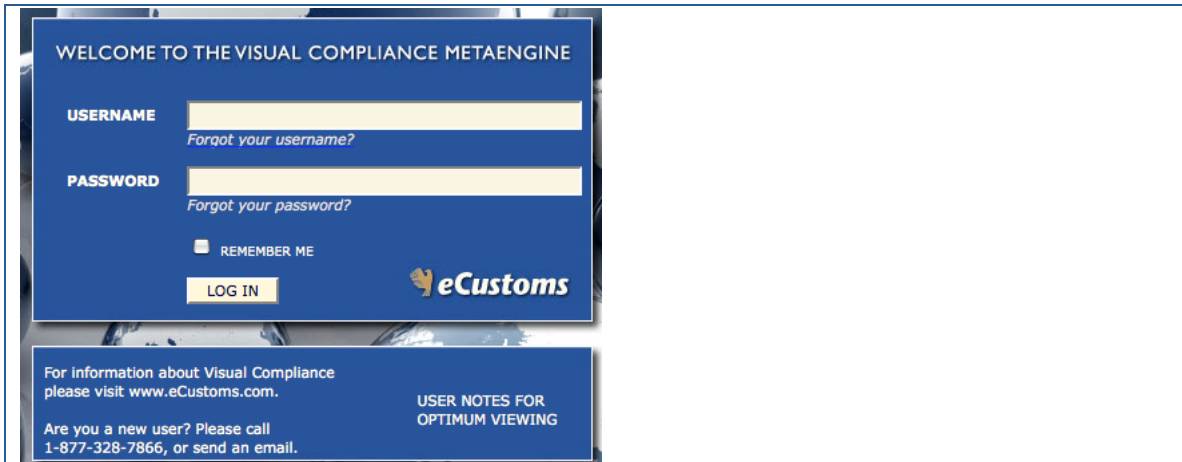


Visual Compliance Procedure

Use the following procedure when creating HRMS assignments to Affiliate Titles to ensure they are not restricted from travel to this country under your department's sponsorship.

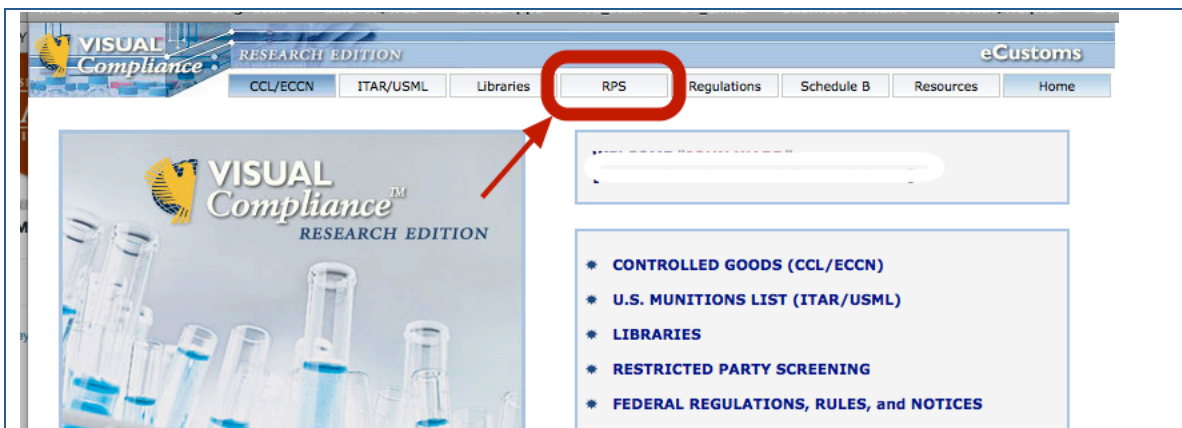
Step 1: Obtain User Account and Login



Register a User account at: <https://www.visualcompliance.com/usr>. Then, confirm your registration from email notice sent to you.

Now login to Visual Compliance website to perform a search.

Step 2: Login to "RPS" section



From top navigation, choose RPS

Step 3: Perform Various Searches

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RESTRICTED PARTY SCREENING AUTHORITIES CONSULTED SANCTION PROGRAMS

INDIVIDUAL AND COMPANY SCREENING

Name:

Company:

Address:

City: **State:**

Country:

Comment :

Exact (all word) Phonetic Fuzzy Level

Stemming Thesaurus Field Specific

Remove business endings and abbreviations

ECCN for country controls check:

Export Sanctions GSA
 Police PEP/OIG International

Fuzzy searches including GSA are automatically limited to level 2.
 Business endings is not selectable when already set as your profile default.
 Phonetic search used with thesaurus often produces erratic results.

BLOCKED FOREIGN NATIONALS BY COUNTRY

Display a checklist of blocked foreign nationals in a given country:

Many foreign nationals are not identified by country in the official sources.
 This query searches the Export and Sanctions list groups only.

BLOCKED ENTITIES AND FUGITIVE LISTS

Display a checklist of entities on the selected government list:

SDN not available here on account of size, please use PDF instead.

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Perform various searches to ensure that your candidate is not restricted from travel. Run the check twice using examples below for various search, including using searches for person name as well as with/without company (institutional name). Always include country of nationality for traveller.

- Search 1: traveller's name and country, using fuzzy level 2.
- Search 2: (if available to you)traveller's name (exactly as listed on passport) and country, using exact level.
- Search 3: Institution name and country, using fuzzy level 2.

Choose **Secure Screen** button to complete each search (and view results)

Use **Search Same Keywords Again** button (right) to return to this search window and modify your search criteria.

Step 4: Save Copies of Your Results (for permanent record)

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NO MATCHING RECORDS FOUND

Your search of the MSR Visual Compliance Restricted Party Screening database failed to return any records.

Search criteria:
 Name: **Doogy Howard**
 Company: n/a
 Address: n/a
 City: n/a
 State: n/a
 Country: **U.S.A.**

Search type: **Exact** [Export, Sanctions, GSA, Police, PEP and International data groups selected (see below).*]

Date of search: **Monday, December 5, 2011**

Time of search: **01:36 PM EST**

Search same keywords again New Search

To maintain good internal records and "due diligence" in ensuring that your visitors are not blocked from travelling to the U.S. and since your office is sponsoring their visits, we recommend that you keep records for the specific searches and date you performed the visual compliance check.

Use the convenient "email" feature at bottom of results page to send to yourself the results of your search

E-mail these results

Send to me.

Send to this address:
Please type carefully. Email addresses with errors cannot be delivered.

Send to addresses on my list: There are no email addresses in your personal distribution list.

Send to address groups on my list: There are no email groups in your personal distribution list.

Notations to this results email:

Include entity searched in subject line.

Include your name (the user who made the search) in subject line.

MAIL

Step 5: Add document notes to HRMS assignment document

Now that you've performed the search, please document that the Visual Compliance step is complete in the HRMS document:

- 1) check the appropriate box on HRMS assignment document in Remarks/Miscellaneous section

2) add a **Document Note** stating who and on what date the Compliance step was completed.

example: - Visual Compliance check was completed on MM/DD/YY by LAJDW.