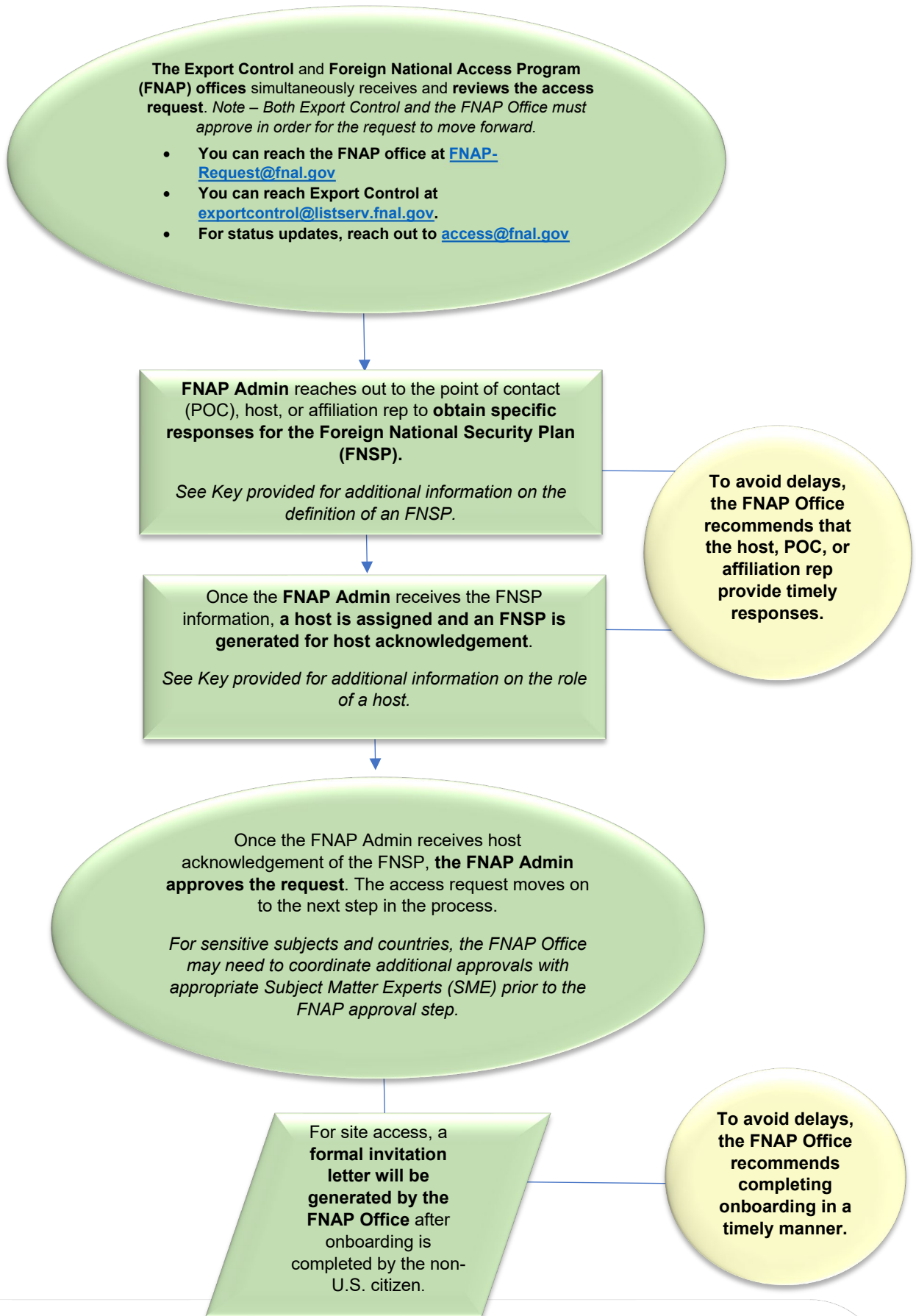


# Foreign National Access Program (FNAP) Office Approvals Process Overview

## Business Visitors

For a complete breakdown of the steps before and after the FNAP Office process please visit the [Security & Site Access website](#).



### Key

**Foreign National Security Plans (FNSPs):** Required by DOE, a FNSP is needed for a non-U.S. citizen's access request. The FNSP must include details regarding the individual's access to Fermilab's site, information, or technologies. FNSPs are intended to assist hosts in their responsibilities regarding terms and conditions of access approval, such as protecting information and facilities not intended for access by the foreign national.

**Subject Matter Expert(s) (SME):** An individual or group of individuals who are immensely knowledgeable in a specific area or field.

**Foreign National Access Program (FNAP):** The FNAP office is responsible for ensuring compliance with all requirements of DOE order 142.3B such as a risk-based review and approval and documentation of all non-U.S. citizen access to the Fermilab sites (Batavia and Lead, SD), information, or technologies.

**Foreign National Access Program Admin:** Responsible for reviewing access request tickets, coordinating responses, generating FNSPs and invitation letters, and obtaining additional approvals needed.

**Point of Contact (POC):** An FRA employee or user responsible for confirming an individual's affiliation with Fermilab and their home institution.

**Hosts:** An FRA employee approved by the appropriate affiliation representative to be responsible for the activities associated with foreign national access to the Fermilab site and/or use of Fermilab information or technologies. Hosts are required per DOE Order 142.3B Unclassified Foreign National Access Program. This individual may differ from the Point of Contact.

**Sensitive:** Includes both country and subject.

- A sensitive country is a country given particular consideration for policy reasons during the DOE internal review and approval process. Countries may be considered sensitive for national security, nuclear nonproliferation, or terrorism support reasons.
- A sensitive subject is an unclassified subject and topic identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national and economic security.

Contact: [FNAP-Request@fnal.gov](mailto:FNAP-Request@fnal.gov)

Website: <https://ufva.fnal.gov/>

Security and Covid Information: <https://eshq.fnal.gov/atwork/site-security-access/>

# Foreign National Access Program (FNAP) Office Approvals Process Overview

## Users, Affiliates, and Subcontractors

For a complete breakdown of the steps before and after the FNAP Office process, please visit the [Access and Badging Instructions page](#).

To view the steps prior to the access request FNAP office approvals process, review the [Fermilab Access Request Overview](#).

**Export Control and Foreign National Access Program (FNAP) offices simultaneously receive and review the access request. Note – Both Export Control and the FNAP Office must approve in order for the request to move forward.**

- You can reach the FNAP Office at [FNAP-Request@fnal.gov](mailto:FNAP-Request@fnal.gov)
- You can reach Export Control at [exportcontrol@listserv.fnal.gov](mailto:exportcontrol@listserv.fnal.gov).

**It is recommended to submit an access request 4-6 weeks in advance.** To avoid delays, we recommend the following:

- Include accurate information on the access request (i.e., Type of access, dates, affiliations, updated CV with explained gaps in time, purpose of visit information)
- Timely Hosts and POC responses and FNSP acknowledgment
- Complete onboarding in a timely manner

**There are two pathways in the FNAP approval process based on the country of birth/citizenship, affiliation, and subject: "Non-Sensitive" or "Sensitive."**

*See Key provided for the definition of sensitive.*

### **Non-Sensitive**

1. FNAP Admin reviews the type of access requested, the information provided, and CV (Users & Affiliates only) attached to the request.
2. FNAP Admin assigns a host and generates the generic Foreign National Security Plan (FNSP) for Host Approval. *See Key provided for additional information on the definition of an FNSP.*
3. Host acknowledges and returns the approved FNSP to the FNAP Office.
4. FNAP Admin approves the access request.
5. The access request moves on to the next step in the access request process: Agreement review (Users & Affiliates) and Onboarding.

- *Approved FNSPs are provided to Security for appropriate badge access*
- *If onsite access is requested, an invitation letter will be generated by the FNAP Office after onboarding is complete.*

**For any questions or additional information regarding the badging process, please contact [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov).**

### **Sensitive**

1. FNAP Admin reviews the type of access requested, the information provided, and CV (Users & Affiliates only) attached to the request.
2. FNAP Admin reaches out to point of contact, host, or affiliation rep to obtain specific responses for the specific FNSP. *See Key provided for additional information on the definition of an FNSP.*
3. Once FNSP responses are received, the FNAP Admin assigns a host and generates the FNSP for Host Approval.
4. Host acknowledges and returns the approved FNSP to the FNAP Office.
5. The FNAP Office coordinates additional approvals with appropriate Subject Matter Experts (SME).
6. Once additional approvals are received, the FNAP Admin approves the access request.
7. The access request moves on to the next step in the access request process: Agreement review (Users & Affiliates) and Onboarding.

- *Approved FNSPs are provided to Security for appropriate badge access*
- *If onsite access is requested, an invitation letter will be generated by the FNAP Office after onboarding is complete.*

**For any questions or additional information regarding the badging process, please contact [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov).**

### **Key**

**Foreign National Security Plans (FNSPs):** Required by DOE, a FNSP is needed for a non-U.S. citizen's access request. The FNSP must include details regarding the individual's access to Fermilab's site, information, or technologies. FNSPs are intended to assist hosts in their responsibilities regarding terms and conditions of access approval, such as protecting information and facilities not intended for access by the foreign national.

**Subject Matter Expert(s) (SME):** An individual or group of individuals who are immensely knowledgeable in a specific area or field.

**Foreign National Access Program (FNAP):** The FNAP office is responsible for ensuring compliance with all requirements of DOE order 142.3B such as a risk-based review and approval and documentation of all non-U.S. citizen access to the Fermilab sites (Batavia and Lead, SD), information, or technologies.

**Foreign National Access Program Admin:** Responsible for reviewing access request tickets, coordinating responses, generating FNSPs and invitation letters, and obtaining additional approvals needed.

**Point of Contact (POC):** An FRA employee or user responsible for confirming an individual's affiliation with Fermilab and their home institution.

**Hosts:** An FRA employee approved by the appropriate affiliation representative to be responsible for the activities associated with foreign national access to the Fermilab site and/or use of Fermilab information or technologies. Hosts are required per DOE Order 142.3B Unclassified Foreign National Access Program. This individual may differ from the Point of Contact.

**Sensitive:** Includes both country and subject.

- A sensitive country is a country given particular consideration for policy reasons during the DOE internal review and approval process. Countries may be considered sensitive for national security, nuclear nonproliferation, or terrorism support reasons.
- A sensitive subject is an unclassified subject and topic identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national and economic security.

**Contact:** [FNAP-Request@fnal.gov](mailto:FNAP-Request@fnal.gov)

**Website:** <https://ufva.fnal.gov/>

**Security and Covid Information:** <https://eshq.fnal.gov/atwork/site-security-access/>