Foreign National Access Program (FNAP) Office Approvals Process Flow Chart

To see where the FNAP step falls in the access approval process, click here.

For non-employees

The Export Control and Foreign National Access Program (FNAP) offices receive and review the request simultaneously. Approval from both offices is necessary for the request to proceed.

There are two pathways in the process:

Non-sensitive request

1. **FNAP Admin reviews the access type, information provided, and CV (users/affiliates only).**

2. **FNAP Admin** assigns a **host** and generates the generic Foreign National Security Plan (FNSP) for **host approval**.

3. **Host** acknowledges and returns the approved FNSP to the FNAP Office.

FNAP Admin approves the access request.

Note: Time expected is 7-14 days; up to 45 days when additional **Subject Matter Expert** (SME) approvals are required.

Factors affecting the wait time for authorization:

- Incorrect information
- Waiting on additional approvals
- Waiting on host acknowledgement
- Putting incorrect onsite dates

Sensitive request

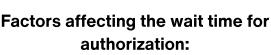1. **FNAP Admin reviews the access type, information provided, and CV (users/affiliates only).**

2. **FNAP Admin** reaches out to point of contact, **host**, or affiliation rep to obtain specific responses for specific Foreign National Security Plans (FNSPs).

3. Once FNSP responses are received, **FNAP Admin** assigns a **host** and generates FNSP for **host approval**.

4. **Host** acknowledges and returns the approved FNSP to the FNAP Office.

5. **FNAP** Office coordinates and obtains additional approvals with appropriate **Subject Matter Experts (SME).**

FNAP Admin approves the access request.

🟦 **Fermilab**

Contact the FNAP Office at FNAP-Request@fnal.gov for further assistance.