

Hosts

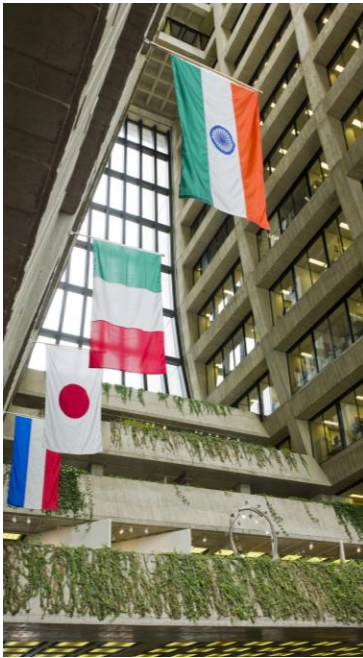
Information on the non-U.S. citizen Host Program and the responsibilities of hosts

What are hosts?

Hosts are responsible for the activities associated with non-U.S. citizen access to the laboratory and its information and/or technologies. When applicable, non-U.S. citizens will be assigned a host by the FNAP Office.

To be designated a host there are various qualifications that must be met, including annual host training.

- Must be a U.S. citizen
- Must be an FRA employee
- Must take host training annually



Host responsibilities include:

- Review and acknowledge the Foreign National Security Plan (FNSP) for assigned non-U.S. citizen(s).
- Be aware of the scope of access for which the individual is being considered and provide this info to the individual.
- Report suspicious activities in accordance with local reporting requirements
- All host responsibilities are detailed in [Hosting Foreign Nationals training](#)

Per the DOE Order 142.3B, Unclassified Foreign National Access Program, hosts are required for non-U.S. citizen access to the lab.

How does a host acknowledge an FNSP?



Foreign National Security Plans (FNSPs) provide hosts with information on what the non-U.S. citizen has access to and includes basic information such as name, affiliation, and justification for access.

To acknowledge the FNSP or make changes prior to signing off, please follow the instructions in this [Knowledge Base article](#) (Services log-in required).



Fermilab has collaborators and researchers from all over the world working towards the Fermilab mission.

How can a host access their host list in Workday?

1. Log into Fermiworks/Workday in the SAGE environment. Enter your name into the search bar and press enter.
2. Select "Host – (Last name, First name)" from results.
3. If you're not able to find this option, verify that "All of Workday" is selected from Categories.
4. Click the name "Host – (Last name, First name)" and all the information related to your host project displays.
5. Click the resources tab to display your assigned hostee(s).
6. If the list is blank, you are not currently hosting anyone.

What are the responsibilities of the non-U.S. citizen?



Non-U.S. citizens are expected to alert their assigned host of anything that would affect their status in the U.S. These include, but are not limited to the following:

- Change in name, passport or U.S. visa information
- Change in U.S. immigration status
- Change in Fermilab access dates
- Any plans to leave the U.S., even for a short period of time
- Any interactions with law officials in the U.S.

Once the host is informed by their assigned non-U.S. citizen, they must contact the FNAP office.

Additional information on the host program can be found on the [Host](#) and the [FAQs](#) page. Contact FNAP-request@fnal.gov if you have questions.