Flowchart of the Foreign National Access Program (FNAP)
Office approvals process
For non-employees

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

Identify the type of access request:

Non-sensitive request

A non-sensitive request if there *is no*: sensitive affiliation, sensitive country, sensitive location, or a red DOE risk level.

Sensitive request

A sensitive request if there *is*:
A sensitive country (country of birth or countries of citizenship or home institution country) + sensitive subject (sensitive affiliation or red DOE risk level or sensitive location).

The FNAP administrator reviews the type of access, the information provided, and additional material.

FNAP administrator assigns a host and generates a notification. This notification informs the host of the assignment.

The FNAP administrator engages the point of contact, host, or membership representative for detailed responses specific to the individual's access to create the Foreign National Security Plans (FNSPs).
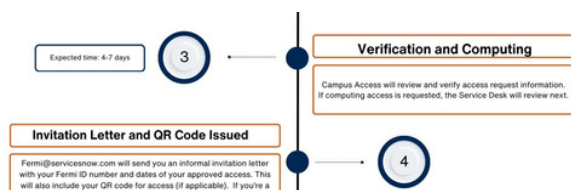
The FNAP administrator approves the access request.

FNSP responses are received. The FNAP administrator assigns a host and generates FNSP for approval.

Request continues through the access request process.

The host acknowledges and returns the approved FNSP to the FNAP office.

Access to Fermilab Flow Chart

If applicable, the FNAP Office coordinates and obtains additional approvals with the appropriate Subject Matter Expert (SMEs) authorities.

Request continues through access request process.

Please contact the FNAP office at FNAP-Request@fnal.gov for further assistance.