Fermilab	**Directorate Procedures**	
Procedure Number/Name Procedure on Access to Fermilab		**Original Date:** 4/28/2020
Written by: **Joe Rogers**	**Reviewed and Updated By:** Kate Gregory / SSIWG	**Date:** 6/23/2020

Revision History

Author	Description of Change	Revision Date
J. Rogers	Initial release	6/23/2020

PURPOSE OF THIS PROCEDURE

This Procedure establishes the requirements for accessing Fermi Research Alliance, LLC (FRA). The Prime Contract between FRA and the Department of Energy (DOE) requires FRA to develop and maintain a program to comply with requirements in the Unclassified Foreign Visits and Assignments (UFVA) Program (DOE O 142.3A) and Safeguards and Security Program (DOE O 470.4B) directives for Fermilab. The policy for this procedure establishes FRA's policy framework for physical and computing access to the FRA sites (Batavia, IL and/or all associated spaces leased by DOE for FRA use in Lead, SD), facilities, and resources (referred to in this procedure as "Fermilab").

REFERENCES / AUTHORITIES:

Policy on Access to Fermilab
DOE O 142.3A – Unclassified Foreign Visits and Assignments Program
DOE O 205.1 Department of Energy Cyber Security Management Program
DOE O 470.4 Safeguards and Security Program
FESHM Chapter 2070 – Environmental, Safety, Health & Quality Training
Fermilab Policy on Export Control
Fermilab Site Security Plan (Authorized Access Only)
Fermilab Emergency Management Policy
On-site Access and Computing Accounts (Remote Access), Global Services webpages
Visit Fermilab - Hours and Site Access

DEFINITIONS

See Policy for Definitions

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RESPONSIBILITIES

FRA Badged Tour Guides & Docents are responsible for ensuring that all tour participants are escorted by a Fermilab ID badged individual in non-public areas. Tours must be approved prior to being held and guides may be requested to provide additional information to the Directorate FVA Office.

FRA Conference Office is responsible for ensuring that all meeting or conference organizers are aware of all requirements highlighted in the Policy on Access.

FRA Computing Sector is responsible for issuing credentials for remote computing access after assuring all access requirements have been met.

FRA Employees, and Fermilab Users, Visitors, Authorized Guests, Subcontractors, and Employees of the DOE-FSO are responsible for:
   a. Adhering to the Policy on Access and supporting all processes associated with the policy.
   b. Ensuring that when organizing conferences, all visitors and users who attend are made fully aware of requirements.
   c. Ensuring that when organizing conferences, they provide notification to the Directorate FVA Office of any individual that has citizenship outside of the U.S.
   d. FRA employees are required to follow the Fermilab access verification processes and ensure proper approvals are granted prior to granting access to anyone else.
   e. All Fermilab badge holders are required to complete Fermilab Escort training.

FRA Export/Import Control Compliance Manager is responsible for verifying the export control of foreign nationals who request access to Fermilab sites or technology.

FRA FVA Office is responsible (in conjunction with the Global Services Department) for all requirements of UFVA as they relate to the Policy on Access; obtaining access approvals for all individuals who have origins or citizenship outside of the U.S. who are invited to Fermilab or express desire to access/visit Fermilab (or its associated resources); executing the formal invitation letter process; and approving new foreign national hosts and ensuring training requirements are met.

FRA Hosts are responsible for ensuring that foreign nationals comply with all requirements for access approval per the guidance provided in the TRAIN system. Hosts are approved by the division/section/project and must complete online host training before being assigned foreign

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nationals by the FVA Office.

FRA Office of General Counsel is responsible for legal analysis and advice on access issues and participates in training on export control and other legal issues.

FRA Office of Partnerships & Technology Transfer (OPTT) is responsible for ensuring that all active and inactive agreements with collaborating institutions and other entities are appropriately communicated to the Global Services Department and other stakeholders as appropriate.

FRA Procurement Department is responsible for managing subcontracts with vendors and ensuring that the vendors are aware of Fermilab policies and access requirements.

FRA Security Department is responsible for ensuring that the level of access past the gates is determined by the authorized individual's supervisor. The Security Department will verify that the appropriate training has been approved on the authorized individual's ITNA (Fermilab Training Records).

FRA Workforce Development Resources Section (WDRS) Global Services Department is responsible (in conjunction with the FVA Office) for providing input and updates to FRA management regarding all requirements of UFVA as they relate to the Policy on Access; providing awareness of the policy to all users, authorized guests, and subcontractors accessing Fermilab sites (physically and/or remotely); and updating host assignments in FermiWorks.

DETAILED PROCEDURE:

Access to Fermilab is allowed in accordance with applicable federal and DOE laws, regulations, orders, and policies defined in the FRA Management and Operations Contract. Approval for physical and/or computing access shall be based on information submitted in advance and may include consideration of the purpose of access, the citizenship and security background of the individual, eligibility to be or work in the U.S., and aspects of their home-institution or other affiliations. The nature of the approved work shall also determine the levels of access, review, and/or approval.

Fermilab provides site access control for business and general public purposes while maintaining responsibility to protect employees, users, subcontractors, authorized guests, visitors, government property, and the environment. Everyone entering the site, regardless of how they enter and regardless of their relationship with the Laboratory (i.e. employee, user, visitor,

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member of the public, etc.) is required to follow all site signs, postings, and instructions of Security and other laboratory officers, as well as the Illinois Rules of the Road. Fermilab may deny access to individuals who do not possess the required documentation, training, qualification, and/or authorization. In order to obtain the required training and authorization, please direct all questions to your designated point of contact or supervisor. All individuals accessing the Fermilab site are required to follow this procedure.

FRA employees and Fermilab users are permitted to extend informal invitations to other individuals to visit Fermilab. The individuals extending invitations will be the designated point of contact (POC). All invitations are subject to approval. For any invited user or visitor who have origins or citizenship outside of the U.S., the Fermilab POC is required to provide notification to the Foreign Visits and Assignments (FVA) Office prior to their arrival; consideration and approval by the Directorate and its procedures are a requirement.

All official invitation letters must be signed by the Directorate. These letters are prepared by the FVA Office. Please refer to the [Formal Invitation](#) for Foreign Nationals procedure. For questions email FVA-request@fnal.gov.

For physical and/or remote access:

1. When an Employee, Subcontractor, or User requests on-site access:
    a. FRA employees are required to follow the [WDRS on-boarding process](#) to [obtain site-access privileges.](#)
    b. Subcontractors require approval from Fermilab [Procurement](#) to do [work on site](#). The process for [obtaining on-site access](#) is located on the Global Services Office webpages.
    c. The process for [obtaining on-site access](#) for Users is located on the [Global Services Office webpage](#).
    d. DOE users are required to have a [signed NPUA](#) with FRA in order to conduct work, refer to the [OPTT website](#).
    e. Export Control Verification and FVA approval applies. Please refer to the [Export Control Policy](#) or email FVA-request@fnal.gov.
    f. For Key / Card Access requests to buildings please see the [Security Department website.](#)
2. When a Conference, workshop, and meeting visitor requests on-site access:
    a. Access determinations will include consideration of the potential need for access to non-public areas, access during or after public hours, and the topics and nature of the

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        visit.

    b. For questions email conferences@fnal.gov.

    c. Valid government issued ID / Driver's license is required.

    d. Please refer to the Security Department website for more details for on-site Security requirements.

3. When a Public tour, lecture, and art performance visitor requests on-site access:

    a. Please refer to the Fermilab website or contact the Communications Center (located on the ground floor of Wilson Hall) for information on the public and non-public areas of Fermilab.

    b. Members of the public are allowed to access public areas of the site without an escort during public access hours. Public access hours are located on the Fermilab website.

    c. Members of the public are not allowed to access non-public areas unless they are escorted.

    d. Valid government issued ID / Driver's license is required.

4. When International Personnel request access on site:

    a. FVA approval and Export Control Verification apply. Please refer to DOE O 142.3A and the Fermilab Policy on Export Control, respectively.

    b. For questions email FVA-request@fnal.gov.

    c. Hosts of foreign nationals will be assigned as applicable by the FVA Office in coordination with the appropriate Division/Section/Project leadership. For questions email FVA-request@fnal.gov

    d. Individuals who were born in, are citizens of, or represent or have ongoing affiliations with countries designated as State Sponsors of Terrorism are subject to approval. Requests should be submitted as early as possible to allow for a potentially lengthy review process.

    e. Details are listed on the FV&A website.

5. When an Authorized Guest requests on-site access:

    a. Authorized guests are required to obtain approval and provide valid government-issued identification.

    b. FVA approval and the Fermilab Policy on Export Control apply. The process for obtaining on-site access is located on the Global Services Office webpages.

6. When a Federal Employee requests on-site access:

    a. Fermi Site Office personnel are required to follow the process for obtaining on-site access for Users located on the Global Services Office webpage.

    b. Non-Fermi Site Office personnel on official business are permitted to use their HSPD-12 identification to gain access to the site; however, for additional privileges they must coordinate with the DOE Fermilab Site Office prior to accessing the

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WARNING: This procedure is subject to change. The current version is maintained on the Directorate DocDB.

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Fermilab site.

  c. For Key / Card Access requests to buildings please see the [Security Department website.](#)

7. When Remote Access is requested:

  a. Individuals requesting remote access to Fermilab resources are required to follow the process for remote access referenced on the [Global](#) [Services Office](#) webpage.

  b. FVA approval applies. For questions email FVA-request@fnal.gov

  c. Export Control Verification applies. Please refer to the [Policy](#) on Export Controls.

  d. Cyber Security will ensure there are no security reasons to deny requested remote access

  e. Computing Sector will create accounts and issue the credentials needed for remote access.