

 <b>Fermilab</b>		<b>Governance Management System Procedures</b>
<b>Procedure Number/Name</b> Access Control Board (ACB) Charter and Governance Guidelines		<b>Original Date:</b> 01-May-2017
<b>Written by:</b> Jemila Adetunji	<b>Reviewed and Updated by:</b> Timothy Meyer	<b>Date:</b> 01-May-2017

### Revision History

Author	Description of Change	Revision Date
Jemila Adetunji	New Document	01-May-2017

## 1. PURPOSE

The purpose of this document is to highlight the purpose of the Access Control Board (henceforth to be referred to as the ACB) and its governing principles.

## 2. REFERENCES

[Policy on Access to Fermilab](#)

## 3. DEFINITIONS

Special case – a situation where an access request may require additional review or approval at any point during the access request process.

## 4. MEMBERSHIP

Chair – FRA Chief Operating Officer

Deputy Chair – FRA Laboratory Deputy Director

Members – Export Control SME, a Representative of the Directorate’s Office, WDRS - Global Service Manager, ESH&Q - QA and Training Department Head, FRA

Emergency Management/Security Chief

Ex-officio member(s) – FRA Laboratory Director

Advisors - FRA Office of General Counsel

Membership in the ACB are by invitation of the Chair only. The Chair may also establish subcommittees or task non-board members to provide support to the ACB as necessary.

## 5. RESPONSIBILITIES & DUTIES

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- The Chief Operating Officer chairs the ACB and responsible for ensuring that the purpose and activities of the board align with the objectives highlighted in this Charter.
- The ACB advises the Laboratory Director on matters relating to access to Fermilab sites and its associated resources.

## 6. OBJECTIVES

The responsibility of the ACB is to govern the activities associated with the Access to Fermilab Policy and associated policies/procedures. The purpose of the board is also to identify, manage, and mitigate risk associated with access to Fermilab sites and its associated resources. The board consists of an internal team of subject matter experts.

The ACB will:

- Ensure that decisions and actions taken maintain the integrity of the laboratory and its commitment to its mission and inclusive environment.
- Ensure that the Policy on Access to Fermilab is accurate and current.
- Review and evaluate the Export Control Policy and associated procedures to ensure alignment.
- Effectively respond to special cases that arise by gathering in a timely manner to review the details of the special case and determine the most appropriate course of action.
- Conduct self-assessments of the processes impacted by and associated with the Policy on Access to Fermilab.
- Immediately resolve any opportunities for improvement identified from self-assessment activities.
- Meet quarterly to discuss the state of the Policy on Access to Fermilab and associated procedures, which includes activities in Lead, SD; and all special cases which may have occurred during the most previous quarter to ensure maximum traceability and consistency.

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## 7. CHANGES TO THE CHARTER

This Charter shall be periodically reviewed by the FRA Laboratory Director and the FRA Chief Operating Officer to ensure its continued relevance with applicable or evolving policies and requirements. The ACB may recommend that changes be made to this Charter, but only the FRA Laboratory Director has authority to direct or approve changes to this Charter.