



Host Responsibilities/Duties at Fermilab

Global Services
October 11, 2018

Fermilab Host Information

- Why is a host role required for Non-U.S. Citizens?
 - It is required by DOE order (142.3A)
<https://www.directives.doe.gov/directives-documents/100-series/0142.3-BOrder-a-chg1-minchg>
- Fermilab's requirements to be a host
 - Must be a U.S. Citizen employed by Fermilab
 - Must complete Host training once per year
- What Support is provided to Hosts?
 - Notification of an assigned Non-U.S. Citizen via email and FermiWorks
 - Assistance in accessing host list in FermiWorks
 - Quarterly reminder to run host list in FermiWorks

On-Site User Host Duties

- What are host duties?
 - Maintain contact with assigned Non-U.S. Citizen throughout their approved access
 - Immediately identify themselves to the Non-U.S. Citizen
 - Know the access type for every individual on their host list
 - Basic information such as work area/office/phone extension
 - Do they have access to Property Protected Areas (PPA's)
 - Review host list in FermiWorks periodically and note any inconsistencies and report them to the User's Office
 - Notify the User's Office of any temporary or permanent inability to serve as a host
 - usersoffice@fnal.gov

Off-Site (Remote) User Host Duties

- What are remote user host duties?
 - Ensure understanding and compliance with requirements on cyber security access
 - Host and applicable system administrator coordinate on specific computer access required by foreign national, and if applicable, work with cyber security team to develop a plan
 - If notified by applicable system administrator of any detected or suspicious incidents involving Laboratory computers or networks report immediately to FVA Specialist and Global Services Manager
 - Once foreign national no longer requires access to a particular system or systems, host ensures the access accounts are terminated
 - Review host list in FermiWorks periodically and note any inconsistencies and report them to the applicable system administrator and User's Office
 - usersoffice@fnal.gov

Non-U.S. Citizen Duties

- What are the duties of the Non-U.S. citizen being hosted?
 - To inform host and the User's Office of all things that might affect their legal status in the United States, including but not limited to:
 - Change in name, passport or U.S. visa information
 - Change in their U.S. immigration status
 - Change in their Fermilab access dates
 - Any plans to leave the U.S., even when it is only for a short period of time
 - Any interactions with law officials in the U.S.
 - What should the host do with this information?
 - Ensure that the User's Office is aware of any changes. The User's Office will make the necessary changes in required systems and notify the appropriate personnel

Other Important Information

- Intellectual Property = Export Controls
 - Does Fermilab have export control measures in place?
 - Yes
 - Who does the Export Control verification at Fermilab?
 - Legal Office
 - Who assist with the process?
 - Office of the Director, Office Of Partnership And Technology Transfer, and Global Services Office
- Concerns regarding suspicious behavior by a Non-U.S Citizen should be reported to
 - Counter Intelligence (CI) Representative at Fermilab
 - Timothy Meyer, ext. 6650
 - CI Security Officer
 - Tom Stillman, (630) 252-6191

Definitions

- Property Protected Areas (PPA's)
 - Areas that are controlled and require additional access approval
- Access
 - Site access to non-public areas of the Laboratory, or access to Laboratory information
- DOE Unclassified Foreign Visits & Assignments (UFV&A) Program (DOE O 142.3A)
 - Requirements and Obligations placed by DOE
- Fermilab's UFV&A Program
 - The process in place that implements the DOE order
- Foreign Access Centralized Tracking System (FACTS)
 - Database created by DOE for tracking all Non-U.S. Citizens with access to DOE laboratories
 - Entries are made by the User's Office to record all access to non-public areas by a Non-U.S. citizens

Definitions Continued

- Non-Sensitive Country National
 - Person who is neither on the sensitive countries list or terrorist country (T3) list as defined by DOE
- Sensitive Countries List
 - DOE's internal list of countries for which particular consideration is required prior to approval for visits and assignments by Non-U.S Citizen. They can be considered neither safe nor dangerous.
- State Sponsors of Terrorism
 - List of countries that the Department of State has designated as being sponsors of terrorism (<https://www.state.gov/j/ct/list/c14151.htm>)
 - Access by Non-U.S. Citizen from State Sponsor of Terrorism requires additional approvals prior to arrival.
 - Office of the Director, Melissa Ormond administers this process
 - Melissa Ormond (mormond@fnal.gov or ext 5061) should be notified at least 6 months prior to anticipated arrival date.

Definitions Continued

- Non-Public Area
 - Areas that should not be accessed by non-badged personnel
- Public Areas
 - Areas designated open to the public (non-badged personnel)

Questions

- Please contact the User's Office if you have questions regarding hosting duties and DOE O 142.3A
 - usersoffice@fnal.gov or ext 3111