Procedure for Badge Issuance

1. Parent Policy and Related Policies/Procedures

[DOE Order 473.1A Physical Protection Program](#)

[DOE Order 142.3B Unclassified Foreign National Access Program](#)

Fermi National Accelerator Laboratory Site Security Plan (SSP)

Policy on Access to Fermilab

Procedure on Access to Fermilab

2. Purpose

The purpose of this procedure is to provide guidance and instruction on the process for issuing Fermilab identification (ID) badges for physical access. ID badges are considered access control devices; therefore, this procedure is to ensure that ID badges are issued to approved individuals.

3. Applicability

This procedure is applicable to Fermi Research Alliance, LLC, and all of its employees, affiliates, users, sub-contractors, authorized guests, and business visitors.

4. Effective Date and Date Reviewed/Updated

This procedure went into effect on 11/03/2020 and its update was effective 07/22/2024.

5. Procedure

<u>Employees</u>

1) FRA employees go through a check-in procedure coordinated by the Human Resources Division. The badge expiration dates are dictated by the employee's status type and U.S. citizenship or immigration status. Non-US citizen employees must be assigned a host and be approved by the Site Approval Authority prior to receiving their Fermilab ID Badge. All employees based at the Batavia IL site are directed to receive their ID badge in the Campus Access Office.

a) Human Resources Division

    i) New Employees

       (1) Completes on-boarding procedures, verifies person's identity by collecting all I-9 information.

       (2) Enters employee's worksite location in FermiWorks.

       (3) Enters badge dates for all US citizens per employment letter and complete access request in FermiWorks (badge is issued for 3 years or up to term appointment dates).

    ii) Renewing Employees

       (1) Reviews and verifies US citizen employment dates for fixed-term employees and completes access request.

       (2) For non-US citizens who are term employees, works with the Visa Office to determine new term date complies with all Visa Office procedures and information.

b) Visa Office

       (1) Non-US citizen employee (up to 3-year badge, duration of appointment, or validity of immigration documents, whichever is shorter)

       (2) Verifies the identity of the person by collecting valid government issued IDs. Follows the 'Proper Documentation for On-Site Access' document.

       (3) Assigns badge dates and host information for non-US citizen employee.

       (4) Completes Access request in FermiWorks.

c) Campus Access Office

       (1) For renewing, full-time, regular employees, changes badge dates so that new badge expires three years after the date of the previous ID badge expiration. Does not edit badge dates for new employees, term employees, or non-US citizen employees.

       (2) If applicable, ensures that all approvals are completed in FermiWorks prior to issuing a badge.

       (3) For all employees, must check to see if employee has keys assigned to them in the Emergency Call List, and that the employee's supervisor has verified that the key information is correct in the last three months.

(4) Takes picture of employee if needed, enters it into FermiWorks and issues a badge from Badge Pass system.

(5) Completes 'to do' in FermiWorks, if applicable.

(6) Enters the following information for the worker into Prox Log system: Name, FermiWorks number, ID number, badge expiration date, Proximity Card number, Division/Affiliation, Reason for Issue (new/renewal/reprint) and Proximity Card number of previous ID badge issued to this worker.

(7) Sends Prox Log information for the worker to CardAccess list serv which notifies the Security Office of the worker's primary worksite location, expiration date, and prox card number to be entered into CCure by Security Staff. The supervisor or Point of Contact (POC) must follow the SEMD-SOC-RO-213 – Keys, Card Access and Lock Service process for additional building access.

Contingent Workers

1) Non-employee individuals (Contingent Workers) must apply for and obtain a Fermilab ID badge prior to accessing the Fermilab site. All non-employees such as Users, Affiliates, Sub-Contractors, and Authorized Guests are issued a badge for a period of time approved by the Affiliation Validator. The badge will not exceed a one-year period. Initial access approvals by the Point of Contact and Affiliation Validator are processed and collected in Service Now (SNOW) and final site access approvals are processed and collected in FermiWorks. All contingent workers based at the Batavia IL site are directed to receive their ID badge in the Campus Access Office.

a) Relevant Global Services Office must verify that all required information and approvals are entered and received prior to issuing an ID badge. The following information must be reviewed:

i) Review SNOW access request and FermiWorks information

ii) Individual's identity (Name, Birthdate, Country, City of Birth, and Gender)

iii) Contact information (home address, email, and phone number)

iv) Home Institution name and country

v) Professional class (e.g., employee, student, post doc, contractor, etc.)

vi) Requested dates of access, both computing and on-site access.

vii) Host, emergency contact, and Fermilab point of contact (POC)

    (1) Fermilab ID Badges for non-US citizen contingent workers may be issued after the following additional steps are completed:

    (a) Approval of access by the FNAP Office.

    (b) FNAP Office will assign the individual an appropriate Host.

    (c) Validate immigration/citizenship status. Reference the 'Proper Documentation for On-Site Access' document.

    (d) If prior documentation suggests that the individual had previously claimed a different immigration/citizenship status (such as prior documentation about LPR or nonimmigrant visa status), then the individual must present documents showing the change of status, such as a US passport or naturalization certificate, that verifies the new claim of citizenship status.

    (e) Final approval of access by the Site Approval Authority.

b) Campus Access Office must review and validate required information is entered into Fermiworks for all contingent workers:

i) Verifies the identity of the person by collecting valid government issued REAL ID's. Follows the 'Proper Documentation for On-Site Access' document'. Saves scans of REAL ID's & other required documents for On-Site Access into contingent workers MFA file. If the contingent worker provides alternative documents in lieu of REAL ID, Campus Access notates in the contingent worker MFA file and in FermiWorks that the alternative documents were presented.

ii) Ensure worksite location is entered in FermiWorks.

iii) Verifies medical insurance coverage for incidents on the Fermilab campus. User/Affiliates are required to show proof of insurance. Sub-Contractors provide an insurance certificate during the Purchase Order process.

iv) Ensures Users and Affiliates have taken the required training (New User Orientation, Sexual Harassment Training, and Workplace Violence-Active Shooter Training), verifies keys issued to them- if any, and provide copy of medical / travel insurance.

v) Ensures Sub-contractors have valid blue card showing proof of having taken Sub-Contractor Orientation within the past two years. Verifies keys issued to them-if any.

vi) Ensure non-US citizens are assigned a host.

vii) Assigns badge dates for Users, Affiliates, Sub-contractors, and Authorized Guests (up to 1-year badge, duration of planned visit, or validity of immigration documents, whichever is shorter). Authorized Guests cannot be badged past the badge end date of their POC.

viii)   Completes Access request in FermiWorks.

ix) Takes picture of contingent worker if needed, enters it into FermiWorks and issues a badge from Badge Pass badging system.

x) Completes 'to do' in FermiWorks.

xi) Enters the following information for the worker into Prox Log system: Name, FermiWorks number, ID number, badge expiration date, Proximity Card number, Division/Section/Affiliation, Reason for Issue (new/renewal/reprint) and Proximity Card number returned to CA staff of the worker this badge was issued to.

xii) Sends Prox Log information for the worker to CardAccess list serv which notifies the Security Office of the worker's primary worksite location, expiration date, and prox card number to be entered into CCure by Security Staff. The supervisor or Point of Contact (POC) must follow the SEMD-SOC-RO-213 – Keys, Card Access and Lock Service process for additional building access. Authorized Guests are given access to specific locations (e.g., Daycare or housing location in the Fermilab Village, Wilson Hall, Batavia and Pine Street gates). Additional access is not permitted.

Business Visitors

1) US citizen Business Visitors

   a) US Business Visitors (BVs) submit an access request, receive POC approval, then receive an informal invitation with QR code.

   b) On first day of arrival US BV's will show Real ID and QR code at the security gate. If BV badge has already been printed and given to security, BV badge will be issued at the security gate.

c) If security does not have the BV badge for the individual, they shall report to the Aspen East Welcome and Access Center, show their Real ID to Global Services staff, and receive their BV badge.

d) Once BV badge has been received, the BV may go and meet their POC to be escorted during the length of their visit.

2) Foreign National (FN) Business Visitors

a) FN BVs submit an access request, receive POC approval, and FNAP and Export Control approval. After approvals have been received, FN BVs are processed in FermiWorks by the FNAP Office after providing documents required per Global Services 'Proper Documentation for On-Site Access' document. After Site Approval Authority has been received, the individual will then receive their informal invitation and QR code.

b) On first day of arrival FN BV will show Passport / Real ID and QR code at the security gate. If BV badge has already been printed and given to security, BV badge will be issued at the security gate.

c) If security does not have the BV badge for the individual, they shall report to the Aspen East Welcome and Access Center, show their required documents per Global Services 'Proper Documentation for On-Site Access' to Global Services staff, and receive their BV badge.

d) Once BV badge has been received, the BV may go and meet their POC to be escorted during the length of their visit.

Personal Visitors

1) US Personal Visitors will submit a personal visitor form with their POC. The Personal Visitor shall provide a QR code and REAL ID to the guard at the security gate before they can enter the lab.

2) FN Personal Visitors will submit a personal visitor form with their POC, and the form will be reviewed for approval by FNAP and Security. Once approvals have been received, the Personal Visitor shall provide a QR code and REAL ID to the guard at the security gate before they can enter the lab.

Fermilab's South Dakota Campus Access Office

1) Fermilab South Dakota Security will work with South Dakota Science and Technology Authority (SDSTA) to ensure badges are programmed for proper access as applicable.
2) Current Employee Badging Process
   a) Employees based in South Dakota must pick up their ID badge from the Batavia IL site. if and when they come to the Batavia IL site.
3) Current Contingent Worker Badging Process
   a) Follows exact same process as the Batavia IL location, up to the step where the badge is printed. Instead of taking a photo and printing a Fermilab badge, the SD Campus Access staff will notify SDSTA that the contingent worker in question has been fully process by Fermilab and is now able to access Fermilab leased space.
   b) The contingent worker is sent to the SDSTA Yates building to have an ID photo taken and to receive an SDSTA badge, which will grant access to the site.

6. Definitions

Access Control Device – Any card, key, tag or sticker that allows access to the Fermilab Site o to individual buildings.

Point of Contact (POC) – FRA approved individual responsible for confirming and approving an individual's business reason and for the confirming activities associated with the individual's access to the Fermilab site and/or use of information or technologies.

Affiliate – Individual who is not employed by FRA but has access to Fermilab facilities and resources for the purpose of advancing the scientific mission of the Laboratory and whose work generally requires unescorted and/or after-hours access to non-public access areas and is not designated a National User Facility user. Access limited to areas/systems of need but is not a user.

Affiliation - An approved Fermilab Experiment, Project, Collaboration or Organization.

Affiliation Validator - FRA employee who is accountable for verifying the information of an individual requesting access and ensuring the individual is a member of and/or associated with

the experiment, project, or division/section prior to approving Fermilab access. Approvers are required to develop and follow their own approver verification process.

Employee - An individual who is currently employed by Fermi Research Alliance, LLC.

User – a) Onsite User - Individual who accesses Fermilab facilities and resources for the purpose of advancing the scientific mission of the Laboratory and whose work generally requires unescorted and/or after-hours access to non-public access areas (DOE – Approved National User Facilities and/or non-User Facility Resources). Access limited to those designated as National User Facility users. Access to Fermilab is based on an approved user agreement. b) Offsite user – Needs to be a member of the collaboration/experiment/affiliation that has been authorized by DOE. Computing access only. Access to Fermilab is based on an approved user agreement. c) User sponsored subcontractor, consultant, or other representative – a guest or family in onsite housing, subcontractor for user/institution, researcher who is interested in collaborating with. Does not cover an individual user agreement. Cannot escort or host anyone. While these individuals can also be defined by other species (housing resident guest, non-FRA subcontractor, or research affiliate), it is their relationship to the User agreement that is primary. Access to Fermi is based on an approved user agreement.

Authorized Guest – a) Daycare Access – Parents who have a child in daycare and who are not already badged for some other mission purpose. Parents who have a formal relationship with Fermilab (FRA and DOE employees per Appendix A-XIII (c)) have access and updated prox card for Day Care access during certain hours. Family members who are not directly affiliated (usually spouses or partners of employees, visitors, subcontractors, etc.) b) Housing Resident Family – Spouse, domestic partner, child, stepchild, parent, parent-in-law, grandparent, grandparent-in-law, and caretaker (with approval from HR under the content of providing reasonable accommodation).

Sub-Contractor – Individual who accesses Fermilab facilities and resources working via a procurement-managed subcontract with FRA. Subcontractors include individuals who consult with the Laboratory, post-docs, project controls specialists, IT professionals, security force, etc

FermiWorks - System used to collect and maintain all people information.

Service Now (SNOW) - System used to request access to Fermilab.

Ccure – System used to manage and grant building access.

Contingent Worker – Anyone accessing the Fermilab site and receiving an ID badge that is not an employee. This includes Users, Affiliates, Authorized Guests, Sub-Contractors, and Business Visitors.

ProxLog – Campus Access system used to keep track all ID badges issued.

Business Visitor- A person who has a mission related reason to visit Fermilab for a duration less than a week. For example, vendor meetings, VIP visits, congressional visit, to attend a scientific, technical, or business meeting, etc. A business visitor does not receive payments or reimbursement using DOE funds.

Personal Visitor– Housing resident personal guests: FRA employee or housing resident submits form for the personal visit. Individual who does not have business with the laboratory but is approved to access Fermilab Village Housing. Issuance and admittance subject to FRA controls and acceptance of liability if not for a DOE mission purpose. No personal visitors in workspaces unless covered by event or other pre-approved activity. Personal Visitors are not allowed to stay overnight.

7. Owner and Subject Matter Experts

Security and Emergency Management Division is responsible for the overall security program at Fermilab.

Physical Security Manager is responsible for ensuring that all Security personnel follow and understand this process.

Security Personnel are responsible for checking ID badges at point of entrance and applying proper access to buildings and locations.

Human Resources Division is responsible for on-boarding and collecting the proper documentation for FRA employee workforce.

Global Services Department is responsible for onboarding and colleting proper documentation for all Users, Affiliates, Subcontractors, Authorized Guest, Business Visitors, and Personal Visitors (accessing non-public areas).

Sanford Underground Research Facility Security is responsible for setting expiration dates in SDSTA ID card system.

South Dakota Campus Access Office is responsible for processing badges for all approved individuals located in South Dakota. They are also responsible reviewing User, Affiliate, Sub-contractor, and Authorized Guest information in Fermiworks and validating the person when they arrive in South Dakota.

Batavia Campus Access Office is responsible for issuing badges for approved individuals. They are also responsible for reviewing User, Affiliate, Sub-contractor, and Authorized Guest and Business Visitors (when applicable) information in Fermiworks and validating the person when they arrive.

Visa Office is responsible for validating and updating all non-US citizen employee immigration/visa documentation and J-1 FRA sponsored workforce in FermiWorks.

Affiliation Validator is responsible for approving request in SNOW and following their experiment, project, or division approver verification process in a consistent manner.

Point of Contact is responsible for approving request in SNOW and confirming an individual's business reason for requesting access to the Fermilab site and/or information.

Contingent Coordinator is responsible for validating sub-contractor information in SNOW, including completing SNOW task, validating purchase order information, access request dates, and setting proper affiliation organization in SNOW.

Foreign National Access Program (FNAP) Office is responsible for reviewing access requests for non-US citizens.

Export Control Offices is responsible for reviewing export controls for non-US citizens.

Agreements Manager is responsible for ensuring an agreement is in place for a home institution.

Site Approval Authority is responsible for final approval authority for site access by a non-US citizen. Verifies documents collected during the badging process are in compliance with the 'Proper Documentation for On-Site Access.' Must ensure non-US citizens are eligible (in lawful immigration status) to be in the United States and receive a Fermilab badge.

8. Review Cycle

This procedure shall be reviewed every 3 years.

9. Communication Plan

This procedure will be communicated by SEMD to all employees and contingent workers, and periodic training shall be provided to Requirement Owners and ALD/Senior/Office/Project Directors. This Policy shall be available on the Fermilab policy website. SEMD is responsible for communication of this policy.

10.   References

DOE O 142.3B – Unclassified Foreign National Access Program

Global Services webpages - https://get-connected.fnal.gov/

Global Services document Proper Documentation for On-Site Access

REAL ID Alternative Documents via Global Services Website

SEMD-SOC-RO-213 – Keys, Card Access and Lock Service process
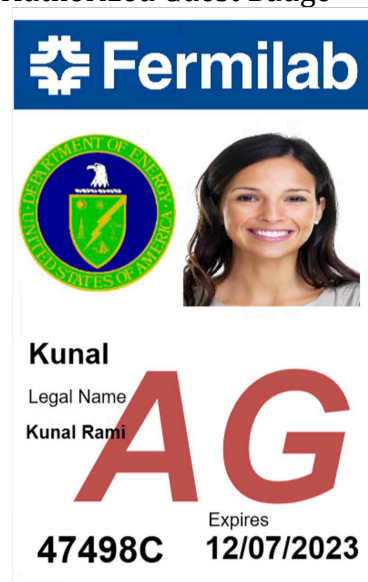
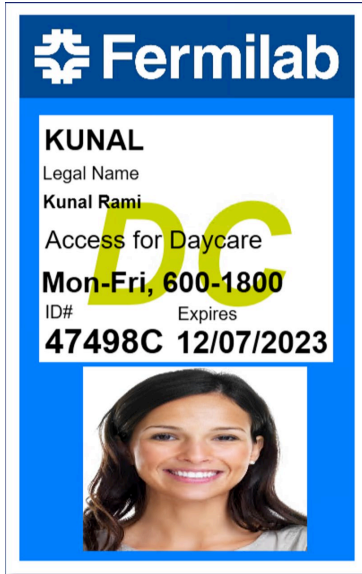## 11. Examples of ID Badges

Employee Badges

User/Visitor

Contractor Badge

Authorized Guest Badge

Daycare Badge

Seasonal Emp. Badge

Minor Emp. Badge

DOE Badge

Retiree Program Badge

Term Position Badge

On Call Employee Badge

Business Visitor Badge