

Purpose of This Procedure

To detail the **interim** process for obtaining and documenting Foreign National approvals and Counterintelligence (CI) concurrence for sensitive requests until FACTS system issues are resolved. Also, detailed in this procedure is the process for obtaining additional approvals from a cleared FRA employee, High Energy Physics (HEP), and the Office of Intelligence (IN) for sensitive country access requests.

1. State Sponsor of Terrorist (SST) citizens requires consultation before proceeding with access request.
 - a. Documentation is manually entered into the FACTS system and triggers an indices checks review.
2. Sensitive country nationals accessing sensitive subjects require a consultation prior to access.
 - a. Documentation will remain outside of FACTS until we are able to access the system.
 - b. Send sensitive CVs to CI contact via email.
 - c. Once CI concurs, forward CI approval email along with all attached CVs to a cleared Fermi Research Alliance, LLC. (FRA) employee who has been provided adequate counterintelligence (CI) briefings and training necessary to recognize risks and threats, prior to badging.
 - d. Make a note in the CI tracker spreadsheet with dates of CI concurrence and cleared FRA employee concurrence.
 - e. Russian nationals and individuals with Russian affiliation require HEP approval and will be routed to HEP for concurrence.
 - f. The FNAP office will maintain a record of all concurrence dates and other required information (es. Name, citizenship, affiliation, etc., if applicable) in a separate spreadsheet.
3. Sensitive country nationals accessing non-sensitive subjects require a consultation prior to access.
 - a. Documentation will remain outside of FACTS until we are able to access the system.
 - b. Send sensitive CVs to CI contact via email.
 - c. Once CI concurs, forward CI approval email along with all attached CVs to a cleared Fermi Research Alliance, LLC. (FRA) employee who has been provided adequate counterintelligence (CI) briefings and training necessary to recognize risks and threats, prior to badging.
 - d. Make a note in the CI tracker spreadsheet with dates of CI concurrence and cleared FRA employee concurrence.
 - e. Russian nationals and individuals with Russian affiliation require HEP approval and will be routed to HEP for concurrence.

- f. The FNAP office will maintain a record of all concurrence dates and other required information (es. Name, citizenship, affiliation, etc., if applicable) in a separate spreadsheet.
4. Non-sensitive country nationals accessing sensitive subjects require a consultation prior to access.
 - a. Documentation will remain outside of FACTS until we are able to access the system.
 - b. Send sensitive CVs to CI contact via email.
 - c. Once CI concurs, forward CI approval email along with all attached CVs to a cleared Fermi Research Alliance, LLC. (FRA) employee who has been provided adequate counterintelligence (CI) briefings and training necessary to recognize risks and threats, prior to badging.
 - d. Make a note in the CI tracker spreadsheet with dates of CI concurrence and cleared FRA employee concurrence.
 - e. The FNAP office will maintain a record of all concurrence dates and other required information (es. Name, citizenship, affiliation, etc., if applicable) in a separate spreadsheet.
5. Non-sensitive country nationals accessing non sensitive subjects do **NOT** require a consultation prior to access.
 - a. Documentation will remain outside of FACTS until we are able to access the system.
 - b. All non-sensitive country non sensitive subjects do not require CI, cleared FRA employee or HEP concurrence.