



## **Improving Site Access – Progress and Plans of the Site Access Steering Committee**

D. Glenzinski and Brian Sherin (on behalf of the Site Access Steering Committee)

10 July 2024

# Preface

## **In response to widespread dissatisfaction and concerns associated with changes to the laboratory's site access policies and procedures**

- **The DOE Office of Science leadership commissioned an Assist Visit**
  - On site visit in September 2023. Committee membership included subject matter experts from the DOE and staff of other Office of Science laboratories (LBNL, SLAC, ANL).
  - Committee issued a report in October 2023 that
    - Emphasized the need for FNAL and DOE to work collaboratively to address concerns
    - Recognized and supported planned improvements and offered additional suggestions
- **The laboratory Director formed the Site Access Steering Committee (SASC)**
  - This talk summarizes the SASC progress in addressing identified concerns and future plans for continued improvement

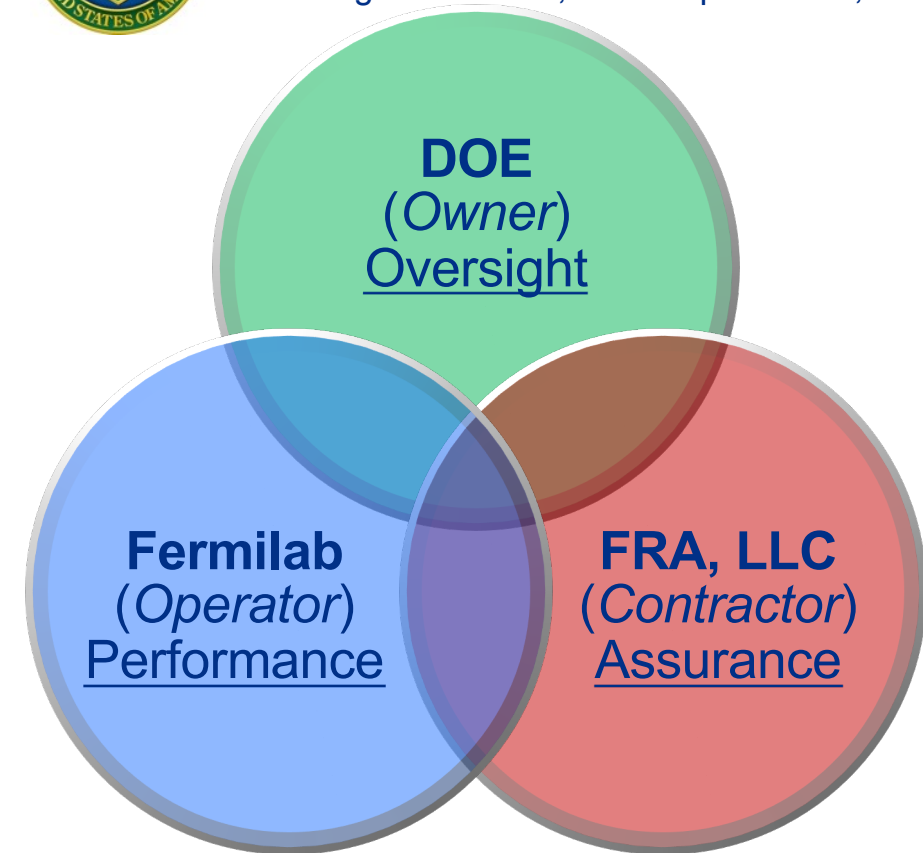
# Contract Basics

- Most DOE laboratories are Federally Funded Research & Development Centers (FFRDCs) Government-Owned/Contractor-Operated (GOCO)
- Contract
  - Performance-based agreement for management and operation (M&O) between a parent organization (FRA, LLC) and the DOE
  - Covers the science mission and the operational requirements to support the mission
    - Mission → DOE Program Offices (e.g. OHEP)
    - Mission Support → DOE Dep Dir for Ops / Site Office
- M&O is a 3-party relationship
  - Measured through an annual process called Performance Evaluation and Measurement Plan (PEMP)
  - DOE oversight primarily driven by the site office



## DOE Site Office:

Provides oversight to ensure the contract is being met using the contract, DOE requirements, and law



## Lab Management:

Ensure safe, high quality, secure, efficient, and sustainable mission delivery

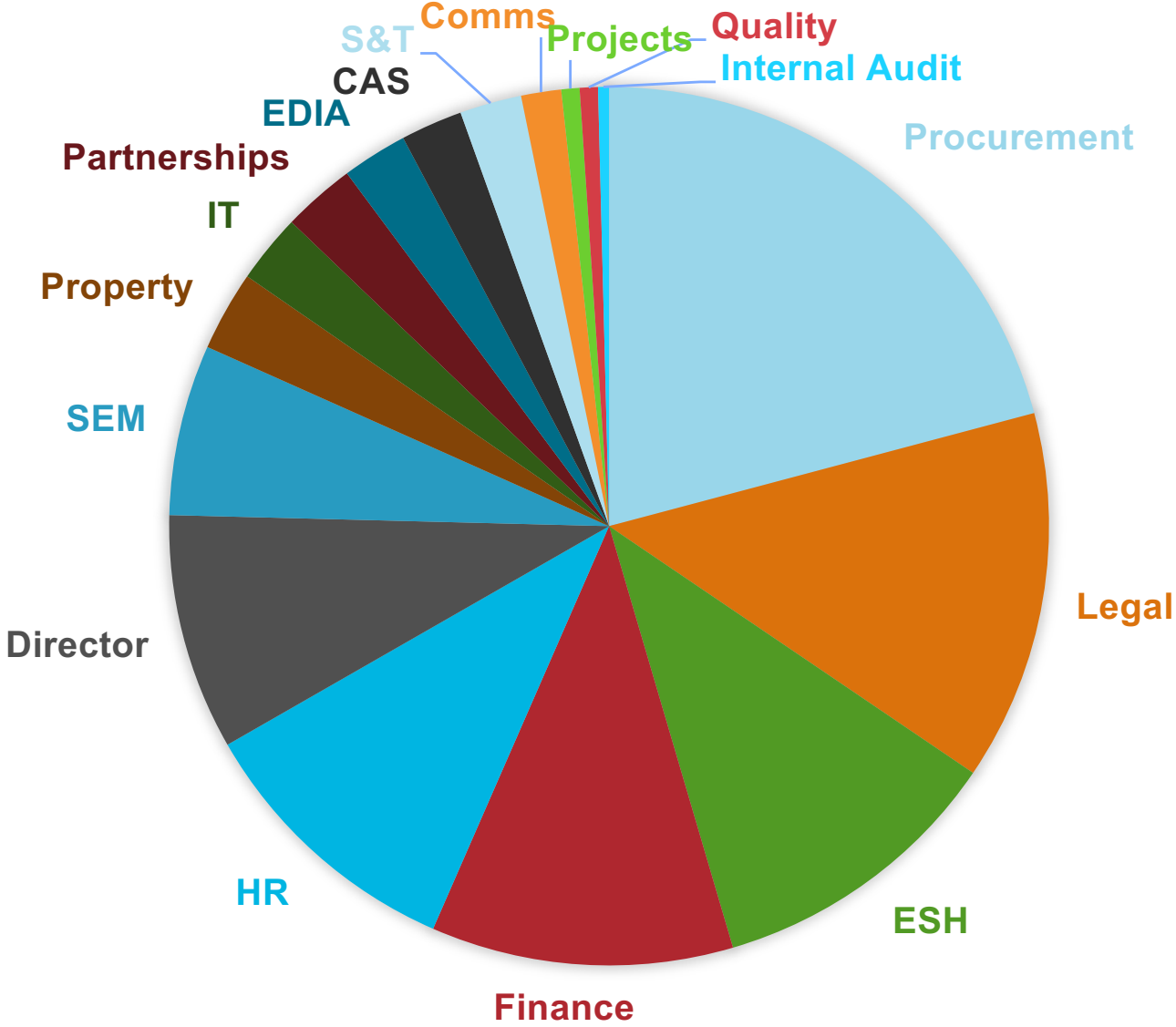


## FRA Board:

Reviews Lab science and operations and provides assurance to DOE that we are meeting the contract



# FRA's Prime Contract by the numbers



**PRIME CONTRACT  
NO. DE-AC02-07CH11359**

- Originally issued January 2007
- 534 pages long
- Modified 365 times through June
- Calls out 62 DOE orders and incorporates by reference all relevant state+federal laws/regs
- Specifies 787 requirements and 267 deliverables – tracked monthly

Breakdown of requirements by area



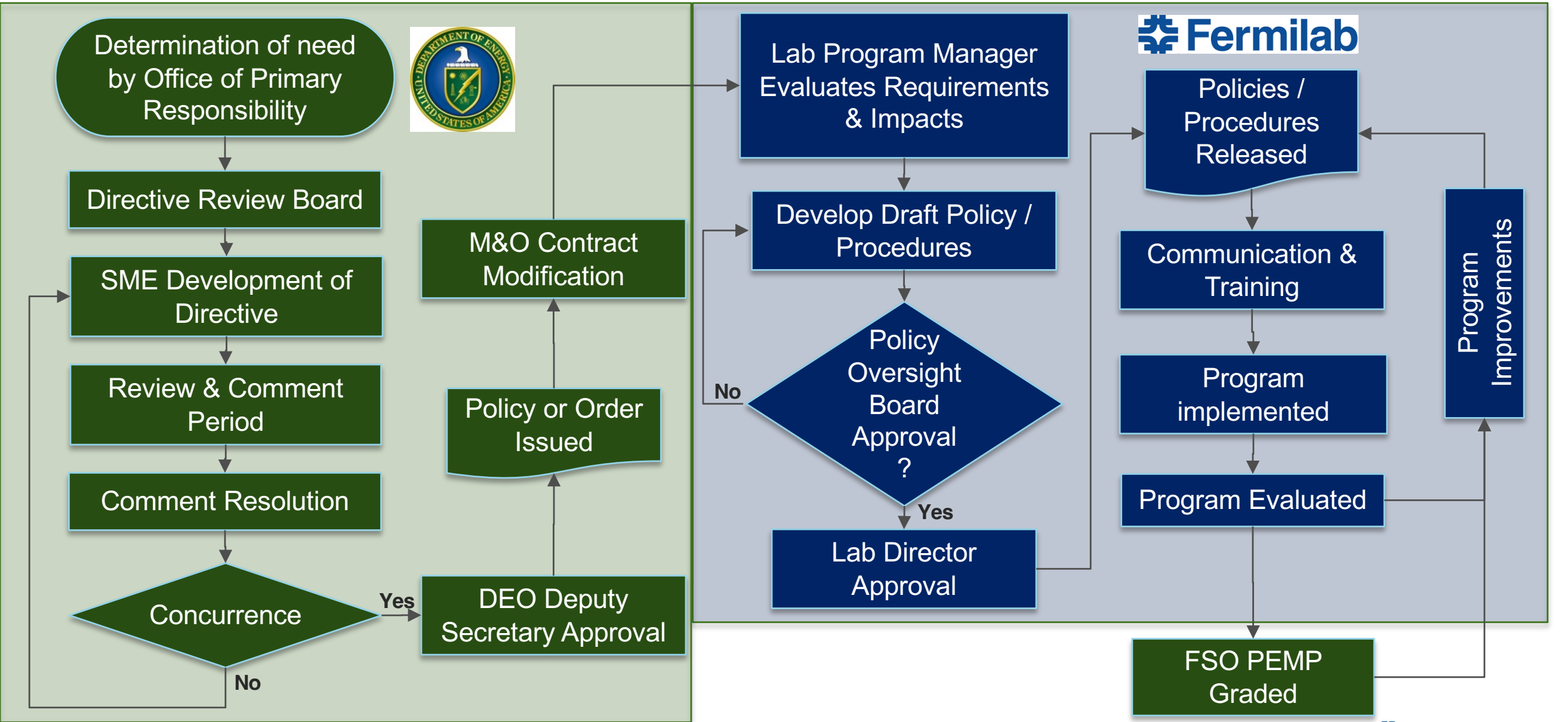
# DOE Orders relevant for Security & Access Control



**Protection of personnel, government assets and national science & technology and economic security**

[https://www.directives.doe.gov/directives-browse#b\\_start=0](https://www.directives.doe.gov/directives-browse#b_start=0)

# From DOE Order to implementation - How it works



# Site Access Steering Committee - Introduction

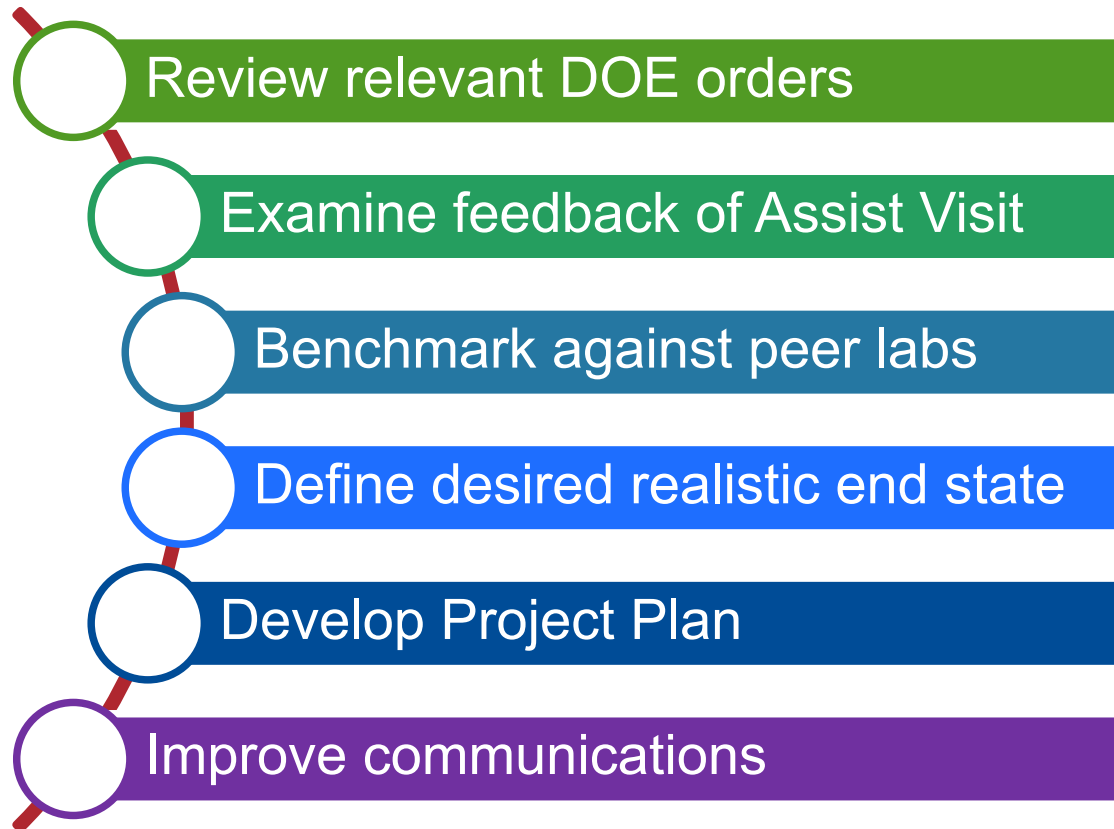
- Co-lead by Doug Glenzinski (Sr. Scientist) & Brian Sherin (Senior Advisor, former COO of SLAC). Launched by the lab director October 9, 2023.
- Objectives
  - Ensure compliance with DOE requirements and responsiveness to community-driven requirements in a manner comparable to other similar national laboratories;
  - Provide efficient processes, effective tools, and clear procedures to reduce cycle time, minimize rework, and improve customer experience; and
  - Provide effective communications to all stakeholders regarding the strategy, its implementation, and any associated processes or procedures.



- Membership includes representatives from across the lab and relevant subject-matter experts
  - Includes engineering, scientific, and administrative staff, and users/collaborators
  - Inclusive composition intended to capture range of perspectives; helpful in identifying priorities and developing realistic plan

# Site Access Steering Committee – Organization and Approach

- Employ strategies to achieve a comprehensive, realistic, transparent, effective approach.



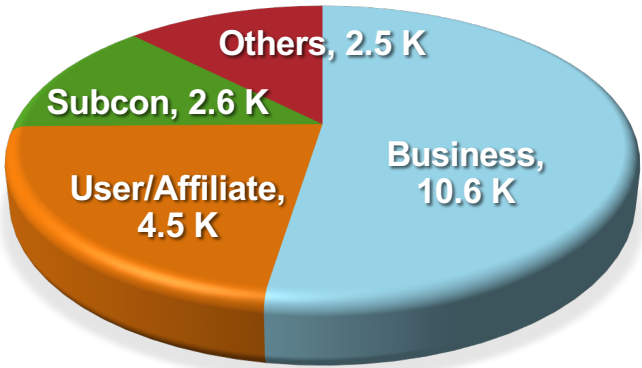
- Committee was organized to pursue in parallel
  - Review DOE orders, examine assist visit feedback, benchmark against peer DOE laboratories
  - Review of feedback from broad spectrum of stakeholders
- Combined the output of these two exercises
  - To identify common pain points and associated solutions
- Worked together to identify priorities and to develop an improvement plan
  - Some improvements entirely lab-driven, others require DOE involvement
- Implemented broad communications campaign throughout



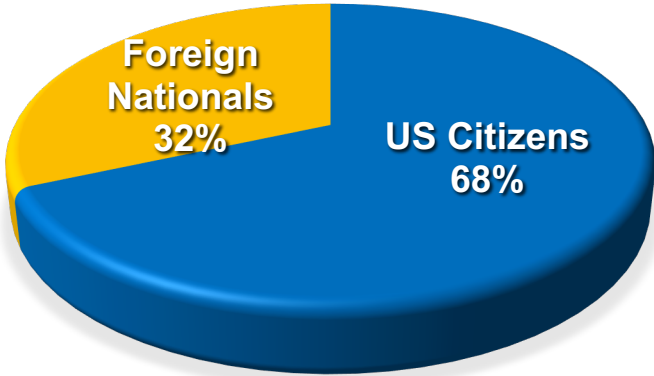
# Site Access Numbers (CY2023) – 20.2K Access Requests Total



- 4% were not approved due to various problems... e.g. mistakes, duplicates, cancellations




- ~50% are business visitors, ~25% are user/affiliate



- About 1/3 of user/affiliate requests are from international colleagues

- We averaged about 1600 requests per month
- Average approval times for 2023 using old process:
  - US citizens : 8 days
  - Non-US : 21 days

In addition, we had more than 5,000 public visitors to the site in 2023: Lederman Science Center, prairie hiking trails, bike access, bison viewing



# Site Access Steering Committee (SASC) Progress: Oct-Feb

Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
<ul style="list-style-type: none"> <li>• SASC formed</li> <li>• Organizational workshop held</li> <li>• Performed broad outreach campaign</li> <li>• Planned for improved communications</li> <li>• FSO received the report from the Assist Visit</li> </ul>	<ul style="list-style-type: none"> <li>• Completed benchmark exercise with four peer laboratories</li> <li>• Implemented communication plan (meetings, website, all hands messaging with targeted follow-up)</li> <li>• Developed list of proposed changes to requirements for discussion with DOE</li> </ul>	<ul style="list-style-type: none"> <li>• Categorized hundreds of suggestions &amp; comments from stakeholders to formulate a set of end-state goals</li> <li>• Launched SASC web page and mailbox</li> <li>• Expanded access to additional buildings for badged staff</li> <li>• Completed Wilson Hall card-reader project</li> <li>• Implemented streamlined access request software</li> </ul>	<ul style="list-style-type: none"> <li>• Re-opened portions of WH to the public</li> <li>• Developed site access data dashboard and posted summary metrics to SASC web page</li> </ul>	<ul style="list-style-type: none"> <li>• Brought Public Access Control Gates into operation</li> <li>• Finalized list of proposed changes to requirements with DOE</li> </ul>

# Site Access Steering Committee (SASC) Progress: Mar-Jun

Mar 2024	Apr 2024	May 2024	Jun 2024
<ul style="list-style-type: none"> <li>Received DOE approval for list of proposed changes to requirements</li> <li>Expanded list of documents staff and collaborators can use for REAL-ID</li> </ul>	<ul style="list-style-type: none"> <li>Achieve a factor of ~3 reduction in average approval time for US citizens using streamlined software</li> </ul>	<ul style="list-style-type: none"> <li>Clarify and expand access hours for users and affiliates</li> <li>Implement streamlined processes for international colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Implemented scanners to streamline public access to the lab</li> <li>Provided Notice to Proceed for new Fermilab Welcome and Access Center (FWAC) on west side of the lab</li> </ul>

We are preparing to release a set of summary documents:

- Summary Report
- Response to Assist Visit
- Summary of Benchmark Exercise
- End-State Vision
- Summary Project Plan

# Site Access Steering Committee Website - <https://siteaccess.fnal.gov>

(requires an FNAL Services account)

Inside Fermilab | Quick Links | Life | Organization | Policies | Forms | Experiments

## Site access steering committee

Home

Home | Frequently asked questions | Metrics | Resources | Q

### An open and welcoming site

Fermilab has a tradition of being open and welcoming to staff, users, the scientific community, and residents of surrounding communities. At the same time, we are responsible for the safety of those who work at the lab or visit our campus, as well as the security of our operations.

We are committed to developing efficient and effective site access tools and procedures that enable the laboratory's world-class science mission in a welcoming, safe and secure campus setting.

Over the past few months, we have held meetings, gathered data, and facilitated listening sessions to hear from employees, users, affiliates, stakeholders, and the community. There are **email boxes** for people to submit their thoughts, ideas, and concerns about site access. The lab captures this information and considers the opinions shared as we move forward on improving our site access protocols.

We will provide employees, users, affiliates, stakeholders, and the community with up-to-date information on the progress the lab is

Includes FAQ, metrics, links to resources and SASC mailbox.  
Updated regularly for FAQ, metrics, and progress.

### Actions completed

- Review of Fermilab site access controls and requirements by peer labs (Site Assist Report, Oct. 4, 2023)
- Site Access Steering Committee was established to work with teams across the lab to ensure cross-functional collaboration in determining the vision for the site access end-state, objectives, goals, and action steps needed to achieve the vision, and the accompanying communications for each milestone achieved (October 2023)
- Aspen East Welcome and Access Center opened to provide a location for our team to help visitors complete the badging process
- Benchmarked site access policies and procedures against other comparable DOE laboratories (Nov. 8, 2023)
- Established an **email box** to collect suggestions for Site Access and communicated to staff ([siteaccess-suggestions@fnal.gov](mailto:siteaccess-suggestions@fnal.gov))
- Public tours restarted. More tours will be scheduled to share Fermilab science with the public in 2024 (November 2023).
- Access to additional buildings for all badged personnel was enabled for all badged employees, users and affiliates. The buildings included in this first phase were: IERC, IARC, ICB, FCC and SIDET. More buildings to come in future phases.
- The single-form access request form became available, streamlining the access request process for our collaborators, visitors, and guests.

### Near-term actions

- Re-opening of Wilson Hall to the public.** Public access will be re-established in certain areas of the building, allowing access to bathrooms, the cafeteria, the atrium, and the ground floor of Wilson Hall, including the credit union. Employees, users and affiliates with an active Fermilab or DOE badge will continue to have access to all of Wilson Hall (January 2024).
- Public access control gates** will be operational to limit access to protected areas. Once these gates are operational, Wilson Hall parking lot and roadways will be publicly accessible, allowing people to be picked up and dropped off by others.

### Future actions

- Additional improvements to the access request form.
- Define desired future state and an associated project plan.
- Regular updates reporting progress against the plan via email, messages to managers and on this webpage.
- Ongoing reporting of site access metrics and trends.
- Fermilab Welcome and Access Center – opening in summer 2025, this will be the new “front door” for the lab site, located at the Pine St entrance.

snapshot from Jan-2024... visit website for most recent status



# Expanded Access to Office Spaces

## Opened buildings to all badged personnel

- IERC, IARC, ICB-Center, FCC, (SiDet)
- All active FNAL badge holders (staff, users, affiliates, contractors)
- Additional controls are utilized to limit access to spaces requiring added safety or security precautions (e.g., lab spaces)



This facilitates collaboration with colleagues in varied offices spaces across the site.

# Welcoming the Public to Wilson Hall

## Celebrate Wilson Hall!

Jan. 23, 2024 | 11:00 a.m.—2:00 p.m.  
Fermi National Accelerator Laboratory, Batavia, IL



You are invited to bring a friend for a no-host lunch in the cafe to celebrate the opening of the Wilson Hall atrium and second floor art gallery to the public. Effective Jan. 23, the public can access the Wilson Hall atrium, the second floor art gallery and the credit union on the ground floor.

The event will be marked with a few words from Representative Bill Foster and other officials at 1:00 p.m. There will be light refreshments and hands-on exhibits as well as merchandise from the Lederman Science Center available for purchase.

If you plan on attending, please RSVP by Jan. 19 so we can have an approximate head-count.

Click here to RSVP: [indico.fnal.gov/event/62693](https://indico.fnal.gov/event/62693)

If you are inviting guests, please remind them that Real ID-compliant identification is needed to enter the laboratory's campus at the gates. [fnal.gov/pub/visiting/index.html](https://fnal.gov/pub/visiting/index.html)

COVID rates have been increasing in the Chicagoland area. You may want to consider wearing a mask and social distancing when on site. In case of inclement weather or the COVID rate rising to red, we will notify you via email and reschedule to a later date.

- As of January 23<sup>rd</sup>, the public is welcome to visit Wilson Hall
- Public has unescorted access to Ground Floor (e.g. Credit Union), Ramsey Auditorium, Atrium, Café, 1-West, and Second Floor Art Gallery
  - Will only need to show REAL-ID at gate
- Wilson Hall front doors open M-F 7a-5p

We are excited about this! But there's still more we want to accomplish to improve site access.



# Welcoming the Public to Wilson Hall



We estimate over 200 participants!

# IT Improvements to the Site Access and Badging Process

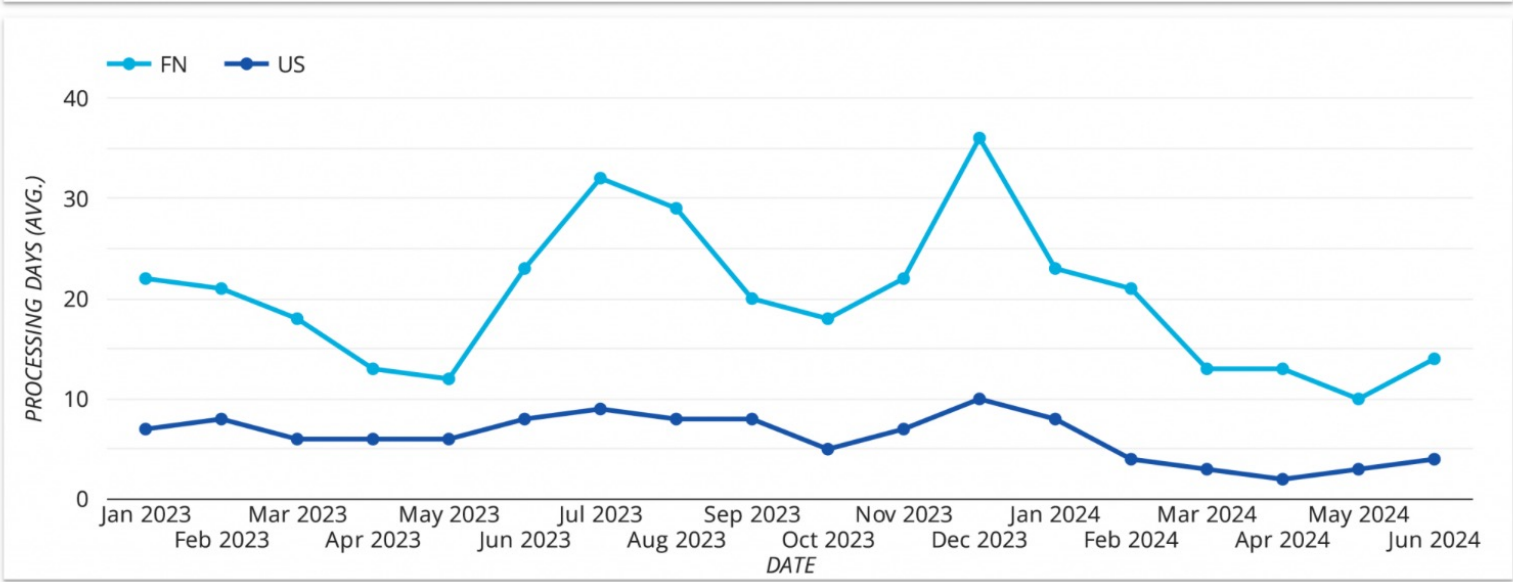
- **Implemented streamlined access request software in mid-December**
  - Eliminated dominant sources of mistakes and delays.
  - Primarily affected US citizen requests since timeline for non-US requests driven by additional requirements and approvals.
  - Reduced significantly the average approval time (cf. next slide) and mistakes/re-work.
- **Other areas of Site Access and Badging IT Improvements**
  - Improve interface between event planning (e.g. conferences, collaboration meetings) and site access request processes (current focus)
  - Phase-II site access request improvements, including auto-fill, updates from 3mos. of experience with single—form and invitation processes
  - Improving process for subcontractors and other vendors that require intermittent onsite access

**Implementing prioritized plan for IT improvements.**



# Average approval times for US and non-US access requests

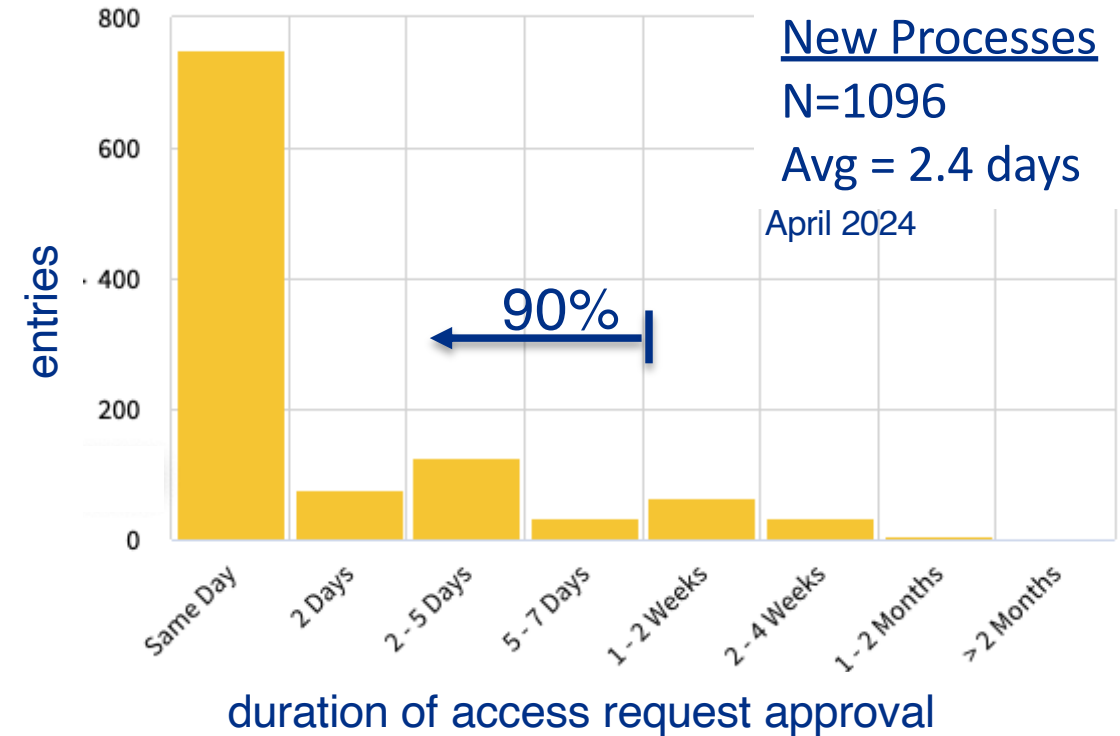
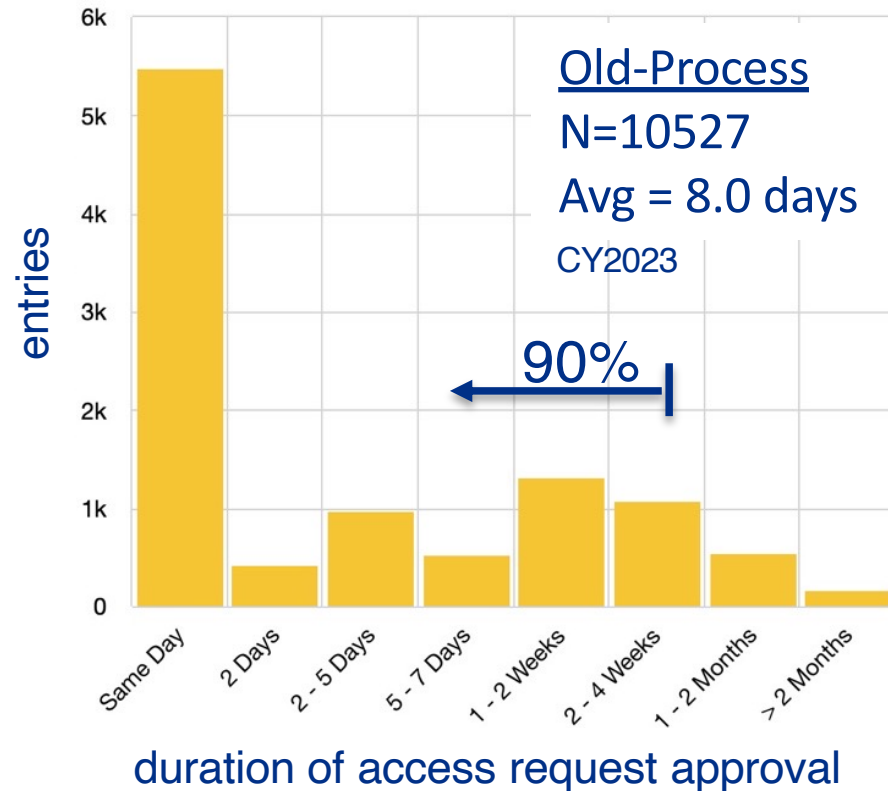
- Persistent downward trend since December.
- 98% of requests are approved – mistakes reduced by a factor ~2.
- Average approval time for US citizens reduced by a factor of ~3.
- Expect to see additional improvement for non-US requests as recently approved and implemented changes take affect.



(available from the "Metrics" tab of the SASC web page)

# Recent data from streamlined access request/approval processes

- Data from a dashboard that tracks all access requests – examined monthly
- US Citizens Avg approval time Jan-Dec 2023 (Old Process): 8.0 days  
US Citizens Avg approval time Apr 2024 (New Processes): 2.4 days
- Old Process 90% by ~3 weeks; New Process 90% by 1 week



# Changes to the Foreign National Access Program

## Old Process

Element	Required prior to approval for site access?
Custom security plan	Yes, for all non-US persons for all topics/work. (~1.5k / year)
CI check	
DOE Approval	

## New Process (recently approved and implemented)

Element	Required prior to approval for site access?
Custom security plan	Only for specific countries working on a small number of specific topics. (few dozen / year)
CI check	
DOE Approval	

These changes streamline approval process for majority of our international colleagues – expect corresponding reduction in average approval times.

# Public Access Control Gates

- **Public Access Control Gates** were deployed in early February to control access to areas with potential exposure
  - Will prevent inadvertent public access to much of accelerator complex
  - All active badge holders have access (staff, users, affiliates, contractors)
  - Worked with operations groups ahead of time to identify and accommodate frequent deliveries

# Public Access Control Gates





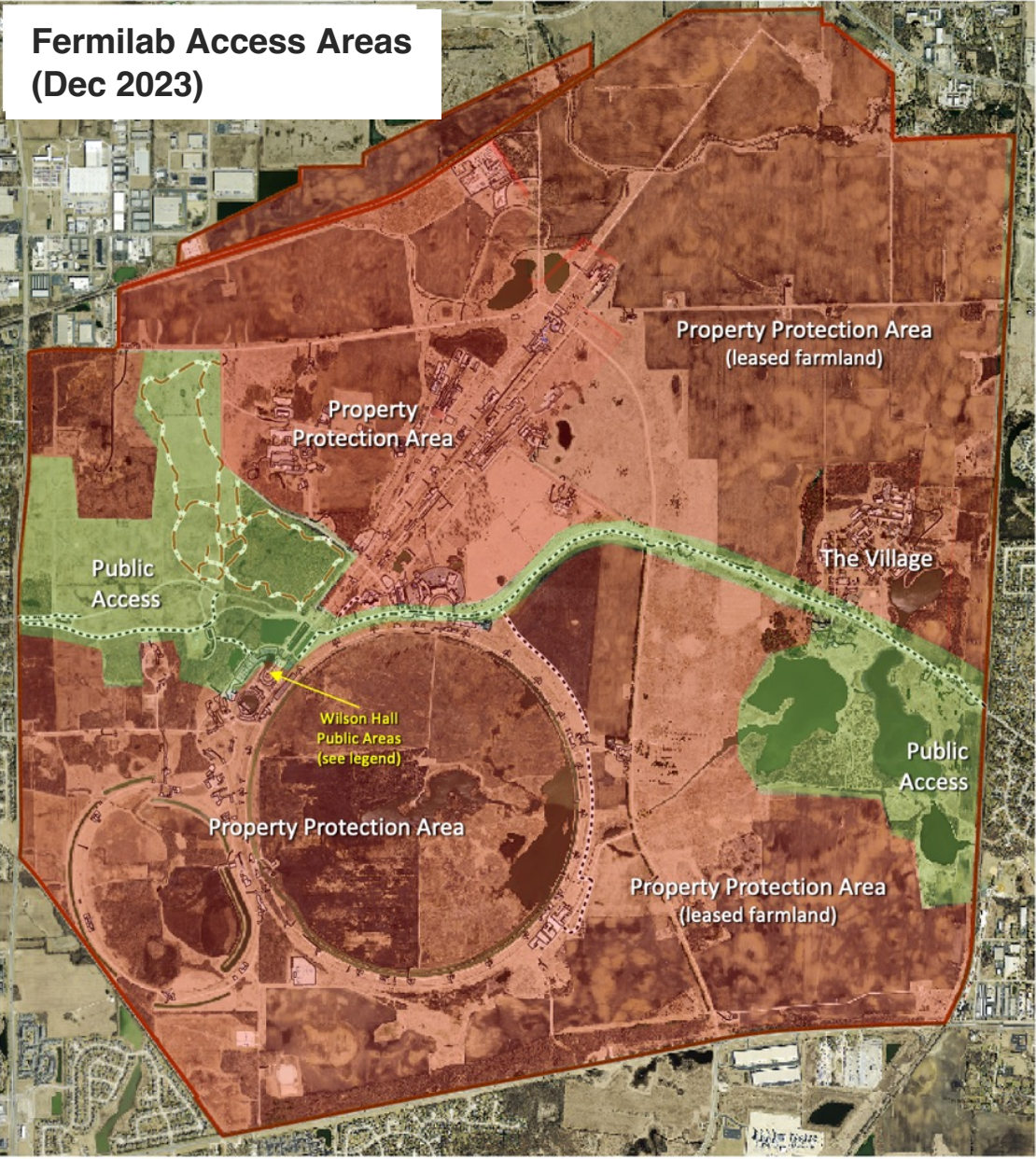
# Old Access Areas

**Public Areas**  
(aka General Access Area, GAA)

- Open to public
- REAL ID for site access
- Building 327
- Lederman Science Center
- Trails & Bison Viewing

**Security Areas**  
(aka Property Protection Area, PPA)

Additional access controls and enhanced screening required; access limited to individuals appropriately screened and approved by line management



# New Access Areas (approved March)

TITLE		DOE O 473.1A CATEGORY	LSSO BADGED*	NON-BADGED	AREA, ACRES (approx.)	
					OLD	NEW
Public		GAA	Access open to the public during specified times (REAL ID if over 18 yrs. old; minors escorted)		1,400	1,500
Business		GAA	Badged Fermilab/DOE access to all appropriate buildings; business visitors that are employees of other DOE Labs can be provided access to Wilson Hall business locations.	Escorted access; including UFNAP review	0	3,250
Access Restricted Areas	Safety	GAA	Access controlled based upon authorization due to safety training; determined and approved by responsible line management	Escorted for business purposes after approval, including UFNAP review; approval by responsible line management	0	1,850
	Security (PPA)	PPA	Fermi/DOE badged + local line management approval for access to that area; other badged individuals must be escorted	Escorted for business purposes after approval, including UFNAP review; approval by responsible line management; no public access	6,200	0 (a few specific offices & labs)

\* *Badged = individual issued a valid proximity badge after access request and review complete.*

- Enables simplification of access process and approvals for most international colleagues
- Enables the development of a generalized Tour Policy (in progress)





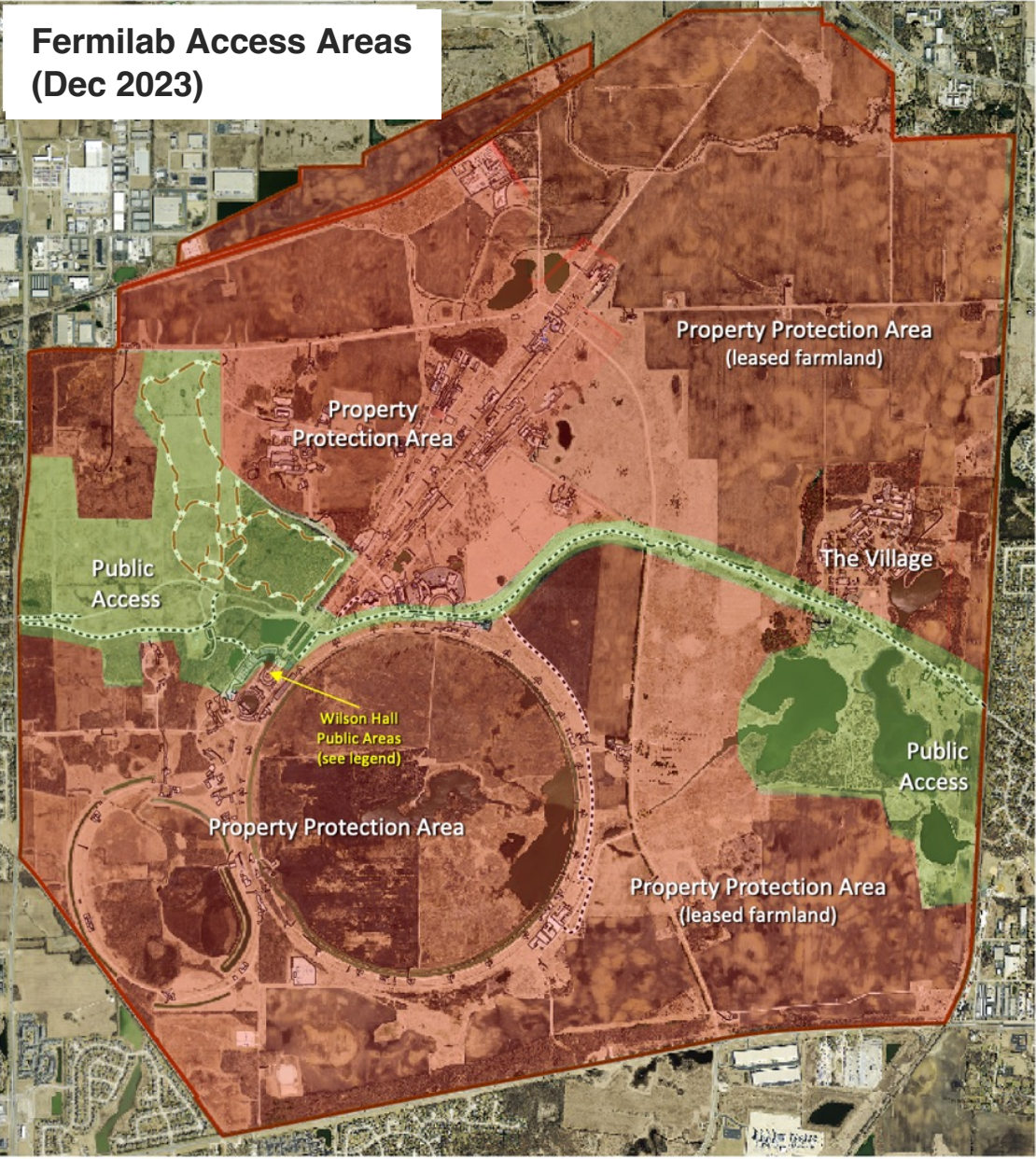
# Old Access Areas

**Public Areas**  
(aka General Access Area, GAA)

- Open to public
- REAL ID for site access
- Building 327
- Lederman Science Center
- Trails & Bison Viewing

**Security Areas**  
(aka Property Protection Area, PPA)

Additional access controls and enhanced screening required; access limited to individuals appropriately screened and approved by line management





# New Access Areas (approved March)

## Public Areas (GAA)

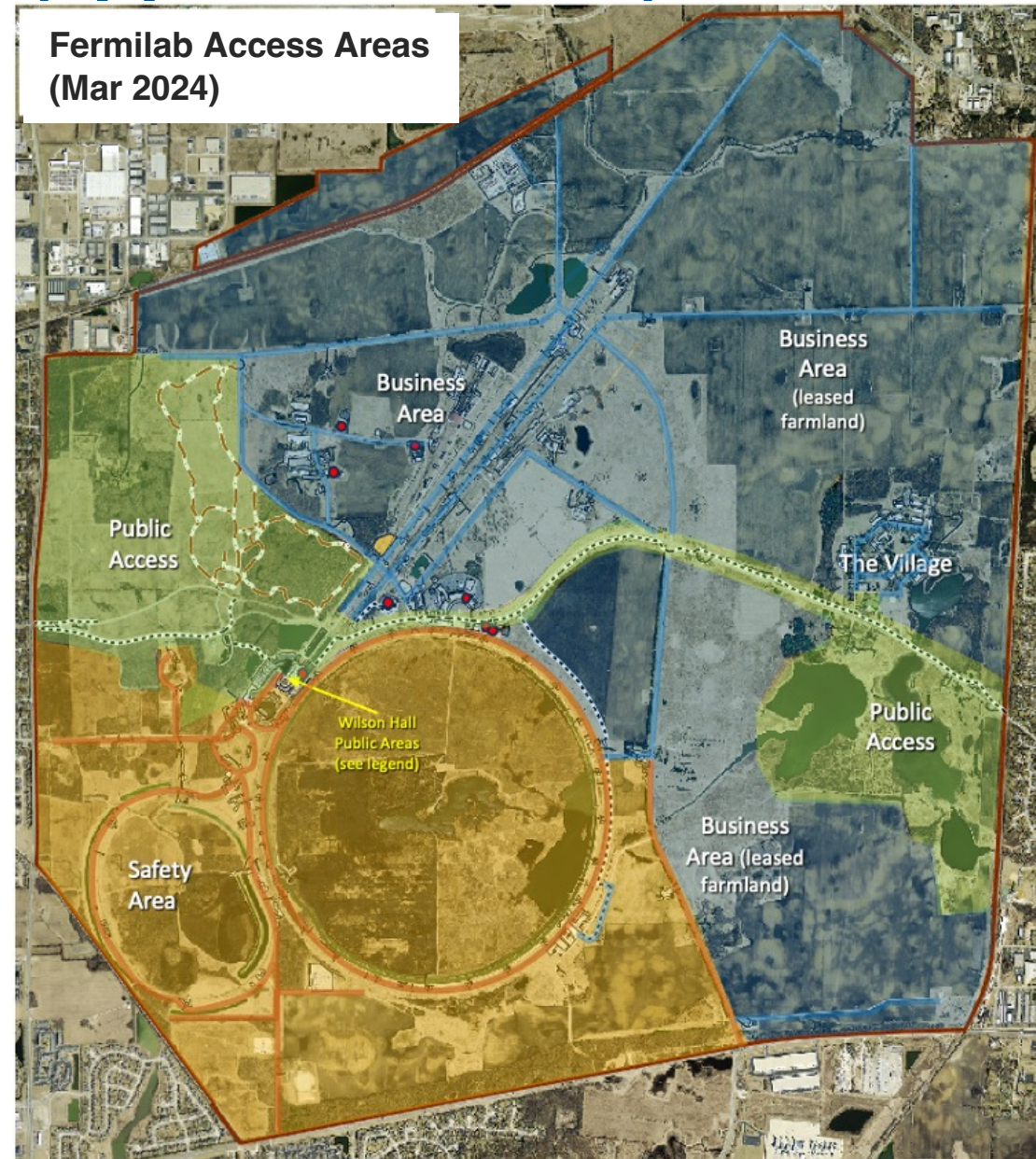
- Open to public, REAL ID for site access
- Wilson Hall
  - Ground floor (excl. S&R, machine shop, etc.)
  - Atrium & Cafeteria
  - Auditoriums
  - WH-2X Art Gallery/Conference Rooms
- Building 327
- Lederman Science Center
- Nature areas & bison viewing
- Aspen East Fermilab Welcome Center

## Business Areas (GAA)

- Buildings open to appropriate badged personnel and business visitors
- Includes leased farmlands
- Non-public business roads indicated in **blue**

## Safety Areas (GAA)

- Badged personnel with required training and hazard mitigations
- Non-public safety roads indicated in **brown**



## Security (PPA)

Higher security, access limited to individuals appropriately screened and approved by line management. Security Areas designated as PPA based upon Security Risk Analysis and DOE O 473.1A and 470.3C

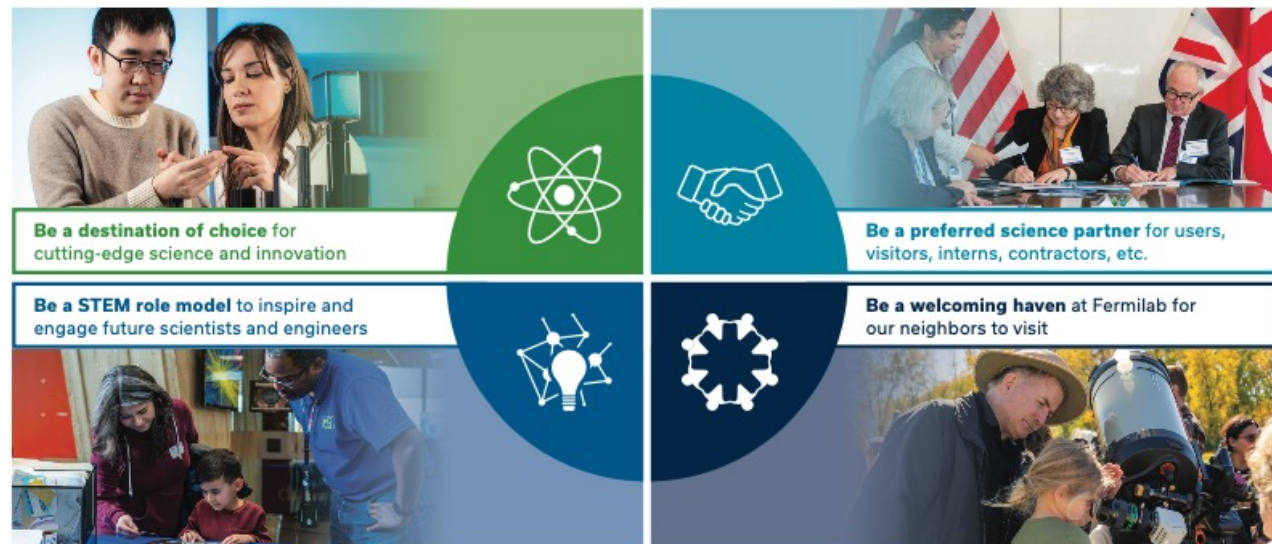
- Radionuclide Analysis, Rad Physics Calibration, Haz Control Tech
- ASICs Lab Wilson Hall WH14W Room 579 (moving to IARC Lab G671)
- ICB Quantum Computing Lab
- ICB 3A NE Room
- ICB-A Quantum Lab 2
- IARC SQMS Quantum Lab 3
- ICB 3<sup>rd</sup> Floor Room 915
- Feynman Computing Center Server Rooms



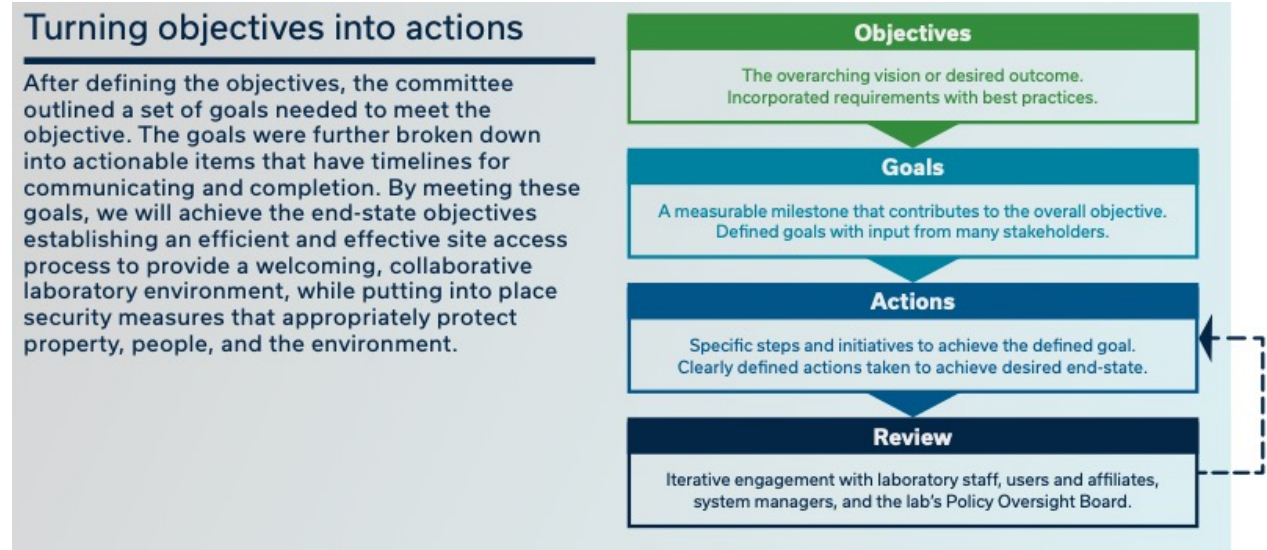
# Future State Process – a comprehensive and collaborative approach

- Ensured compliance by utilizing feedback from Assist Visit and results from Benchmark exercise to identify updates to SSP and policies
- Ensured responsiveness to community stakeholders by collecting feedback from staff, users, international & business partners, public, etc.
  - Analyzed these sources to identify a set of desired outcomes responsive to the concerns expressed (read through 100s of comments and suggestions)

## Organized to support laboratory objectives



## Each Objective has contributing Goals and Actions



(from *End-State Vision* available from "Reports" tab of SASC web site)

# Future Goals and Project Plan

## Objective 1.

### Elevate scientific excellence

#### Goal: Foster a welcoming collaborative environment

- Install conspicuous signage and directional markers
- Provide color-coded maps for visitors
- Provide navigation through Fermilab App
- Designate property protection areas only where necessary based on risk mitigation
- Use effective engineering controls to automate access to appropriate areas (e.g., access control gates, building badge readers)

#### Goal: Eliminate inefficient badging policies

- Establish criteria and permissions for access levels
- Determine badge issuance duration based on individual circumstances

#### Goal: Develop a comprehensive communication plan

- Consolidate and update websites and launch internal SASC website
- Improve all-hands communications associated with site access and security
- Improve regular updates to stakeholder committees
- Implement a suggestion/comments mailbox
- Track concerns and improvements
- Acknowledge and respond to DOE Assist Visit
- Time stamp and keep communications current
- Provide a timeline for improvements

#### Goal: Modify escort policies

- Review escort policies
- Ensure users do not require an escort
- Ensure contractors and affiliates have access to the appropriate areas
- Update tour procedures to include public, business, and personal tours
- Allow badged personnel to escort visitors to their office space
- Install conspicuous signage and directional markers
- Provide an improved, color-coded map to visitors

#### Goal: Streamline site access processing of non-US citizens

- Base more stringent requirements only to sensitive subject work (e.g., pre-approvals from Counterintelligence, security plans, etc.)
- Expand host role from US citizen only to all employees (with a few exceptions)

#### Goal: Improve processes for family, guests and emeriti

- Simplify procedure for badged personnell's families to access facilities and attend events
- Streamline renewal process for families and emeriti
- Streamline public access mechanism (e.g., use of REAL-ID scanner)

#### Goal: Improve access times and locations

- Properly define hours, to whom it applies
- Full time personnel and users/affiliates should have 24/7 access
- Identify exception process
- Allow public events to be after hours utilizing a standardized security plan
- Be consistent with terminology used on communications

## Objective 2.

### Establish strategic alliances

#### Goal: Utilize intuitive user-friendly site access form

- Simplify categories with an intuitive naming convention
- Implement single access request form with automated processes
- Provide an invitation capability
- Create a mobile-friendly version
- Accept edits at any time on form
- Develop metrics and reduce request approval times
- Reduce choices in drop-down menus
- Improve readability of instructions
- Improve user interface
- Set up regular automatic reminder emails
- Offer a tutorial on completing the form
- Beta test enhancements with diverse testers
- Establish procedures for individuals without smart phones

#### Goal: Delivery/ride sharing routes and procedures

- Identify and label taxi/ride sharing drop-off/pick-up sites
- Install conspicuous signage and directional markers
- Clearly indicate road and lots that are public

#### Goal: Establish comprehensive security plan

- Review all security plans with respect to their new access designation
- Ensure first responders have full accessibility
- Establish lock-out policy during emergencies
- Broadcast alerts with the Fermilab App

Developed a project plan to meet the identified goals, prioritize work, and report progress.

(from *Summary Project Plan* available from "Reports" tab of SASC web site)

Action WBS Number	Milestones and Activities	Completion Date	Comments
<b>Open Wilson Hall to the Public</b> FY24 Q2			
1.1.2	Install control gate and badge readers	Jan-24	
2.1.3	Define public vs business areas in Wilson Hall	Jan-24	
4.3.1	Post clearly visible physical signs throughout Wilson Hall	Dec-23	
1.1.3	Configure and test badge readers to limit Public access in WH to Ramsey, 1st floor, and 2nd floor crossover.	Jan-24	Public access to 15th floor to follow later (action 1.1.4).
<b>Streamline access processing for Users, Business, Family</b> FY24 Q2			

3.1.1	Implement single access request form with automated processes	Dec-23	
3.1.2	Provide an invitation capability	Dec-23	
3.1.3	Reduce choices in drop-down menus	Dec-23	
3.1.4	Improve user interface	Dec-23	
3.1.9	Set up regular automatic reminder emails	Jan-24	
2.3.4	Establish procedures for individuals without smart phones	Dec-23	
2.2.1	Verify doc and training before scheduling badging appt	Mar-24	
4.5.1	Tutorial for access request form	Feb-24	

<b>Clarify Access for Employees, Users, and Affiliates</b> FY24 Q3			
2.5.1	Properly define hours, to whom it applies	Apr-24	
2.5.2	Full time personnel and users/affiliates should have 24/7 access	Apr-24	

<b>Streamline badging process for foreign nationals</b> FY24 Q3			
2.4	UFNAP Process Improvements	May-24	
2.4.2	Expand host from US citizen only to all employees (with a few exceptions)	Apr-24	
2.4.1	Reduced FNSPs process implemented	May-24	
4.5.2	Train users, hosts, relevant staff on badging and situation response	May-24	

Color Coding
Task/Milestone Completed
Task/Milestone in progress
Task/Milestone not started
Task/Milestone no longer needed

Action WBS Number	Milestones and Activities	Completion Date	Comments
<b>Improve Communication Methods</b> FY24 Q3			
4.1.1	Improve all-hands communications associated with site access and security	Dec-23	
4.1.2	Provide a timeline for improvements	Dec-23	
4.1.3	Time stamp and keep communications current	Dec-23	
4.2.1	Consolidate and update websites and launch internal website	Jan-24	
4.2.3	Improve readability of instructions	Mar-24	
4.3.2	Be consistent with terminology used on communications	Dec-23	
4.5.4	Establish a clear flowchart to guide resolution of common issues	Mar-24	
4.4.1	Implement a suggestion/comments mailbox	Dec-23	
4.4.3	Improve regular updates to stakeholder committees	Jan-24	SASC leadership meet regularly with stakeholders.
4.4.2	Acknowledge and respond to DOE site visit	Jun-24	Summary being prepared by SASC.

<b>Expand and streamline public access across site</b> FY24 Q4			
1.1.1	Complete and commission access gates and card readers	Feb-24	
2.1.(1-3)	Access category determinations	Mar-24	
1.4.1	Clearly indicate roads and parking lots that are public	Mar-24	
2.3.1	Allow public events to be after hours utilizing a default security plan	Mar-24	
2.3.2	Streamline public access mechanism (e.g. use of REAL-ID scanner)	Jun-24	Scan and record IDs instead of writing down information by hand
1.4.2	Identify and label taxi/ride sharing drop-off/pick-up sites	Sep-24	
1.1.4	Configure WH 15 for public access	Sep-24	Badge reader configuration change on elevators
1.1.4a	Site office agreement on WH 15 public access	Aug-24	Address remaining concerns of site office
1.2.1	Improve Pine Street and Batavia Road gate guard houses to provide appropriate comfort level for security staff.	Sep-24	Include lane improvements for improved flow while guards are processing unbadged people.
4.3.3	Provide improved, color-coded maps for visitors	Sep-24	



# Communications moving forward

- **We are committed to providing regular updates of SASC progress**
  - Quarterly in-person presentations from SASC co-chairs to stakeholders (e.g. Spokespersons, SAC, UEC, EAC, EAG, SLM)
  - More frequent communications via FermiNews, and email announcements
  - Dedicated website with identified milestones and their status
  - Including updates to DOE FSO, OHEP, and SC
- **Questions or Suggestions?**
  - Suggestions for improvement: [siteaccess-suggestions@fnal.gov](mailto:siteaccess-suggestions@fnal.gov)
  - Issues requiring immediate attention: [access@fnal.gov](mailto:access@fnal.gov)

Thank you for your feedback, support, and advice!

# Summary

- The SASC has made substantive progress to improve site access and the associated communications with all stakeholders.
- Recent progress has helped to reduce frustration. Nevertheless, continued timely progress and consistent effective communications are required to address the remaining issues.
- A prioritized work plan has been developed to continue progress and to substantially achieve an envisioned future-state responsive to community and compliant with DOE requirements.
- The SASC progress, vision, and plan have been documented and are available from the web site: <https://siteaccess.fnal.gov/>

**We are committed to providing efficient, effective access processes to enable world-class science.**

# Backup Slides



# Site Access Steering Committee Membership

- Emily Bialas (Directorate Administrator, Project Office)
- Frank Chlebana (Deputy Head, CMS Department, PPD)
- Albert Eiffes (Head PM & Planning Group, ISD)
- Paddy Fox (Deputy Head, Theory Division)
- Doug Glenzinski\* (Deputy CRO)
- Aisha Ibrahim (Instrumentation Department, AD)
- Krysia Jacobs (Deputy Head IT Division)
- Brendan Kiburg (Head, Muon Department, PPD)
- Matt Kwiatkowski (Chair of Site Access Task Force, Chief Cyber Security Officer)
- Rae Moss (Head Office of Communications)
- Jane Nachtman (Professor, U. Iowa, Head FNAL Users Executive Committee)
- Joe Rogers (Head Security and Emergency Management Division)
- Jeremy Sawyer (Head of ESH Division)
- Brian Sherin\* (Special Advisor to COO, former SLAC COO)
- Kathy Vuletich (Deputy Head Contractor Assurance Section; Change Management specialist)
- Peter Wilson (SBN program manager, ND)

SASC Co-chairs sought input from lab leadership, SAC, EAC, EAG, and UEC.

\*Co-chairs

## Expanded List of Acceptable Documents for REAL-ID (March)

- If a User, Affiliate, Subcontractor, or Business Visitor doesn't have an accepted form of REAL-ID with them (e.g. passport or enhanced driver's license) they can instead visit Aspen East and provide one document from List B **and** one document from List C:

USCIS FORM I-9	
LIST B	LIST C
State Issued ID/Driver's License	Birth Certificate
Voter's Registration Card	Certification of Report of Birth
U.S. Military Card	U.S. Citizen ID Card (I-197)
School or University ID (if over 18)	ID - Resident Citizen (I-179)
	DHS Employment Authorization
	Social Security Card

# Access Times & Locations

Category	Times	Comments
<b>Employees (Fermilab, DOE, and temp workers)</b>	24/7	Local restrictions based on area
<b>Users</b>	24/7 authorized for user facilities and supporting offices	Current User Agreement required; additional local restrictions or exceptions determined by line management and advance notification to Security
<b>Affiliates &amp; CRADAs</b>	24/7 for specifically authorized facilities and supporting offices	Current Affiliate Research Agreement required; exceptions approved by line management and advance notification to Security
<b>Business visitors</b>	Business Hours for authorized facilities	Exceptions approved by line management and advance notification to Security
<b>Sub-contractors (tied to an active PO)</b>		
<b>Interns (paid/unpaid)</b>		
<b>Public visitors</b>	WH: M-F 7a-5p; LSC: M-F 9a-5p Grounds: dawn-to-dusk daily	Exceptions approved by COO's office and advance notification to Security

*All site facilities will be closed to the public on holidays and during other labwide closures*



# DOE Site Access Assist Visit – Summary of Feedback

## Program

- Define an agreed upon end-state for security that is “risk-informed for a non-possessing facility”
- FNAL/FSO need to ensure they aren’t going beyond what’s needed to manage the risk

## Process

- Benchmark processes and system requirements with other comparable labs
- Streamline processes and improve automation tools
- Improve timeliness of approvals by both business-systems staff and hosts/sponsors
- Continue to develop and track key metrics for process improvement

## People

- Improve Communications between the lab and all relevant stakeholders
- Improve training at all levels

## Physical Controls

- Improve access/control capabilities
- Re-evaluate the Property Protection Area footprint
- Secure areas to reduce risk (e.g., public access control gates)
- Improve gates booths