Update from the Site Access Steering Committee

D. Glenzinski and Brian Sherin (on behalf of the Site Access Steering Committee)
21 August 2024

Prologue

- The Site Access Steering Committee (SASC) last spoke to the SAC in October and to All Scientists in March.

- We focus here on progress of the SASC in the April-July timeframe.

- These slides are largely taken from the talk SASC gave at the User's Meeting in July.

- But…

  – I start with a few slides about the lab's contract with DOE, and how DOE orders are developed and implemented

  – I end with a slide summarizing additional SASC work coming soon

  – I include an updated status for the table of concerns you sent in December 2023

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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

DOE
(*Owner*)
Oversight

Fermilab
(*Operator*)
Performance

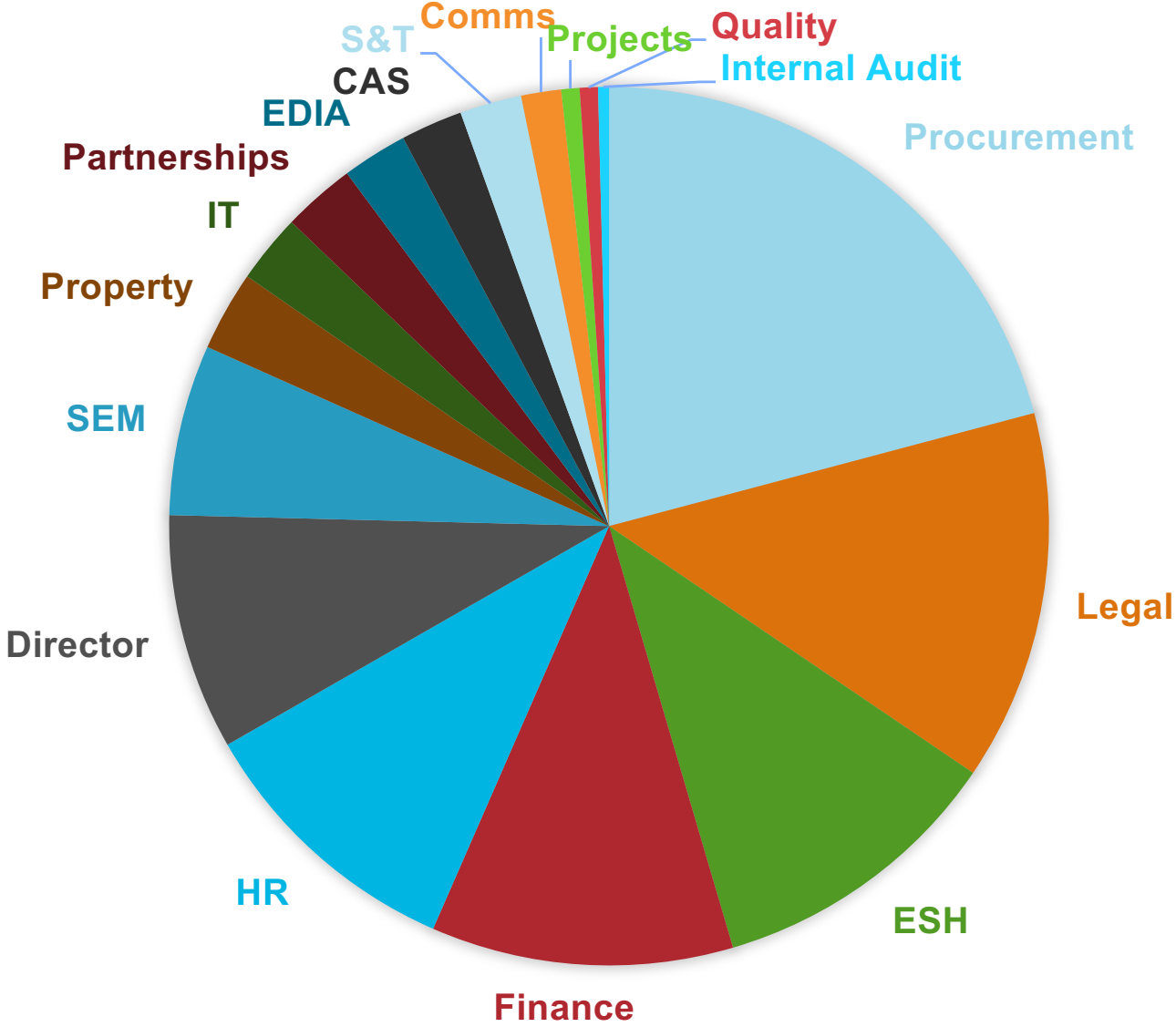**FRA, LLC**
(*Contractor*)
Assurance
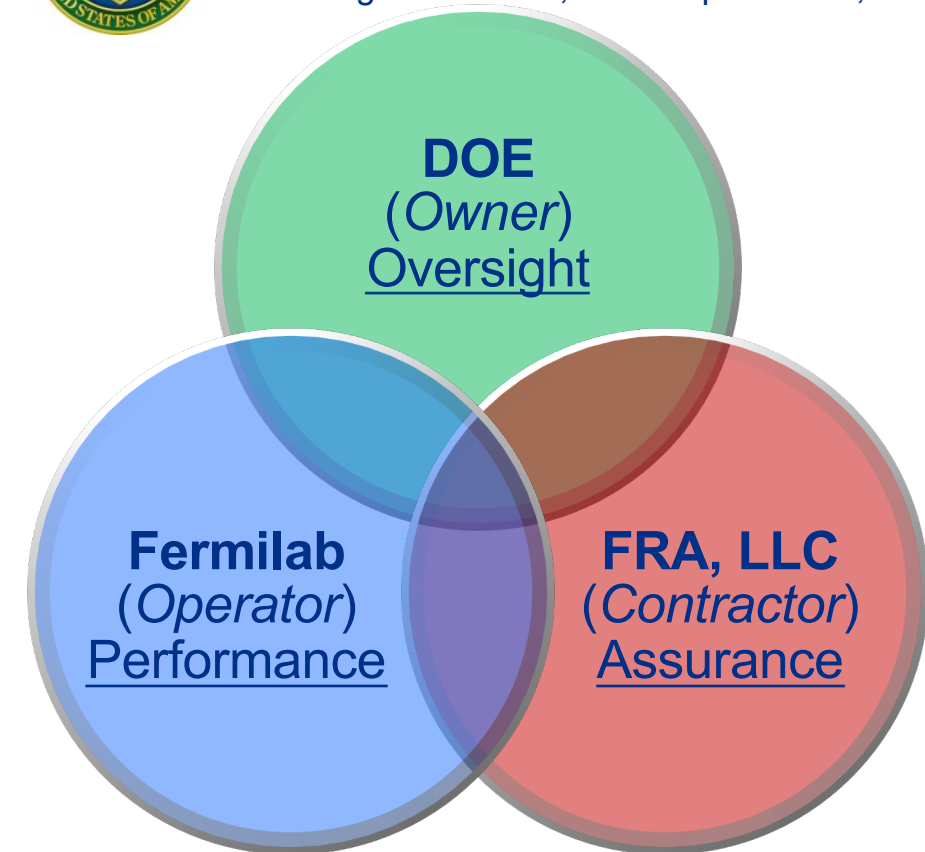
Lab Management:
Ensure safe, high quality, secure, efficient, and sustainable mission delivery

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

Breakdown of requirements by area

PRIME CONTRACT
NO. DE-AC02-07CH11359

- Originally issued January 2007

- 534 pages long

- Modified 366 times through August

- Calls out 62 DOE orders and incorporates by reference all relevant state+federal laws/regs

- Specifies 787 requirements and 267 deliverables – tracked monthly

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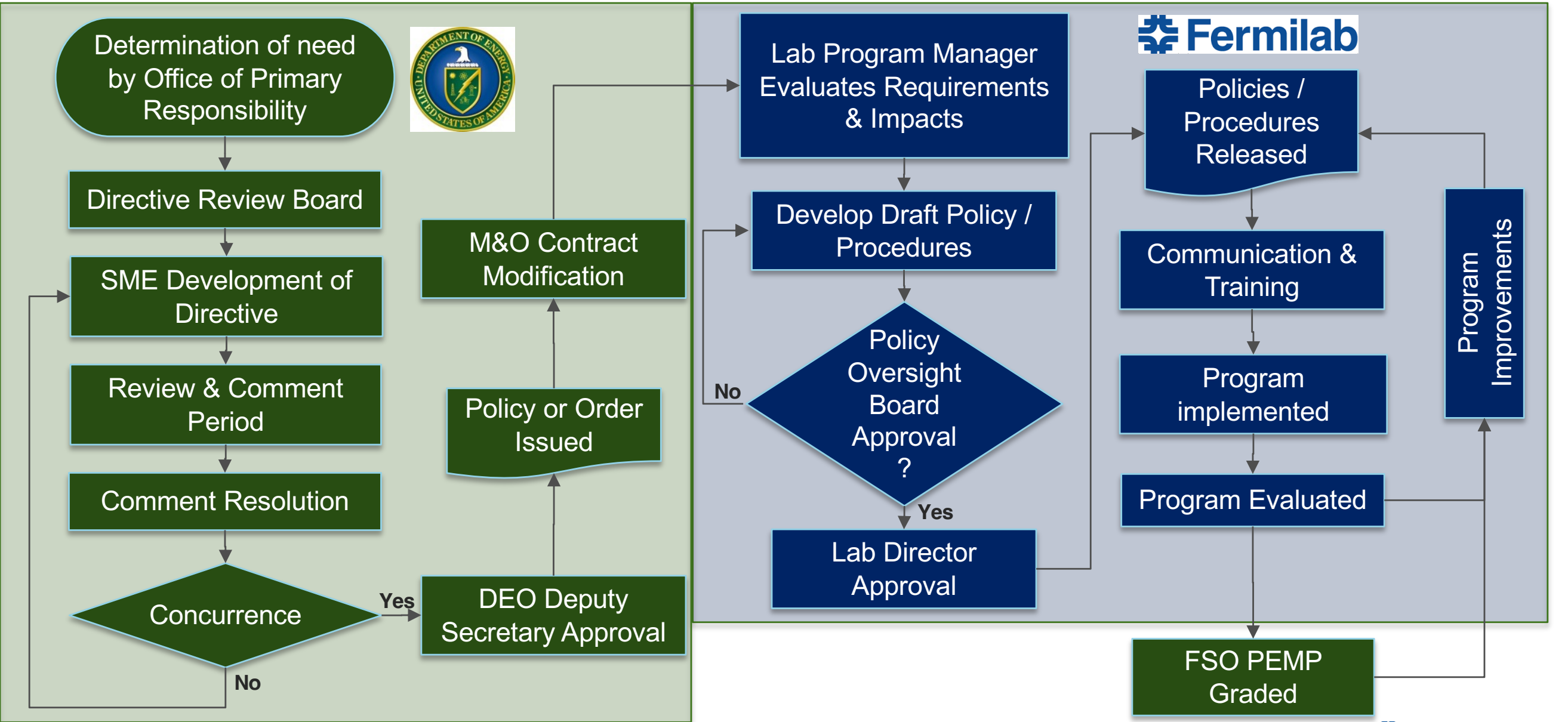# DOE Orders relevant for Security & Access Control

primary

475.1 Counter-intelligence Program

142.3B Foreign National Access Program

473.1 Physical Protection Program

205.1D Cyber-security Program

470.4B Safeguards & Security Program

470.5 Insider Threat Program

471.6 Information Security

470.3C Design Basis Threat

472.2 Personnel Security

471.7 Controlled Unclassified Information

P485.1 Foreign Engagements with DOE Labs

241.1B Sci & Tech Info Mgmt

related

P486.1 Foreign Govt Sponsored or Affiliated Activities

420.2D Safety of Accelerators

458.1 Rad Prot. of the Public & Environment

may affect implementation

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

https://www.directives.doe.gov/directives-browse#b_start=0

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From DOE Order to implementation - How it works

Left (green) section — DOE process:

- Determination of need by Office of Primary Responsibility
- Directive Review Board
- SME Development of Directive
- Review & Comment Period
- Comment Resolution
- Concurrence → **No** (loops back to SME Development of Directive) / **Yes** → DEO Deputy Secretary Approval
- DEO Deputy Secretary Approval → Policy or Order Issued → M&O Contract Modification

Right (blue) section — Fermilab process:

- Lab Program Manager Evaluates Requirements & Impacts
- Develop Draft Policy / Procedures
- Policy Oversight Board Approval? → **No** (loops back to Develop Draft Policy / Procedures) / **Yes** → Lab Director Approval
- Lab Director Approval → Policies / Procedures Released
- Communication & Training
- Program implemented
- Program Evaluated
- FSO PEMP Graded
- Program Improvements

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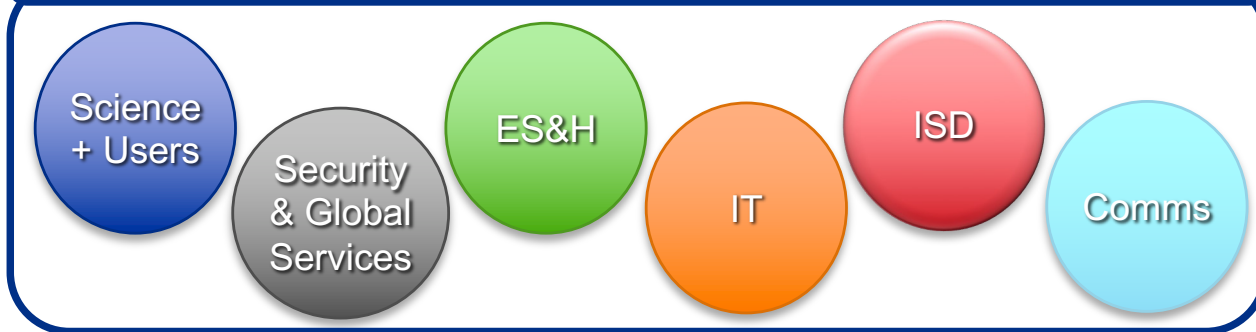
- Membership includes representatives from across the lab and relevant subject-matter experts
  - Includes engineering, scientific, and administrative staff, and users/collaborators
  - Inclusive composition intended to capture range of perspectives; helpful in identifying priorities and developing realistic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

Site Access Steering Committee

Science + Users | Security & Global Services | ES&H | IT | ISD | Comms

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Site Access Steering Committee – Organization and Approach

- Employ strategies to achieve a comprehensive, realistic, transparent, effective approach.
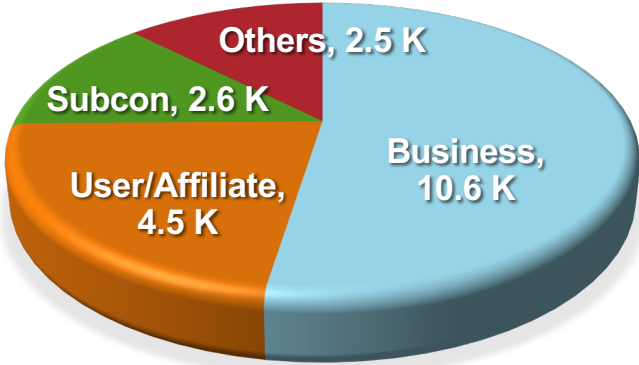
  - Review relevant DOE orders
  - Examine feedback of Assist Visit
  - Benchmark against peer labs
  - Define desired realistic end state
  - Develop Project Plan
  - Improve communications
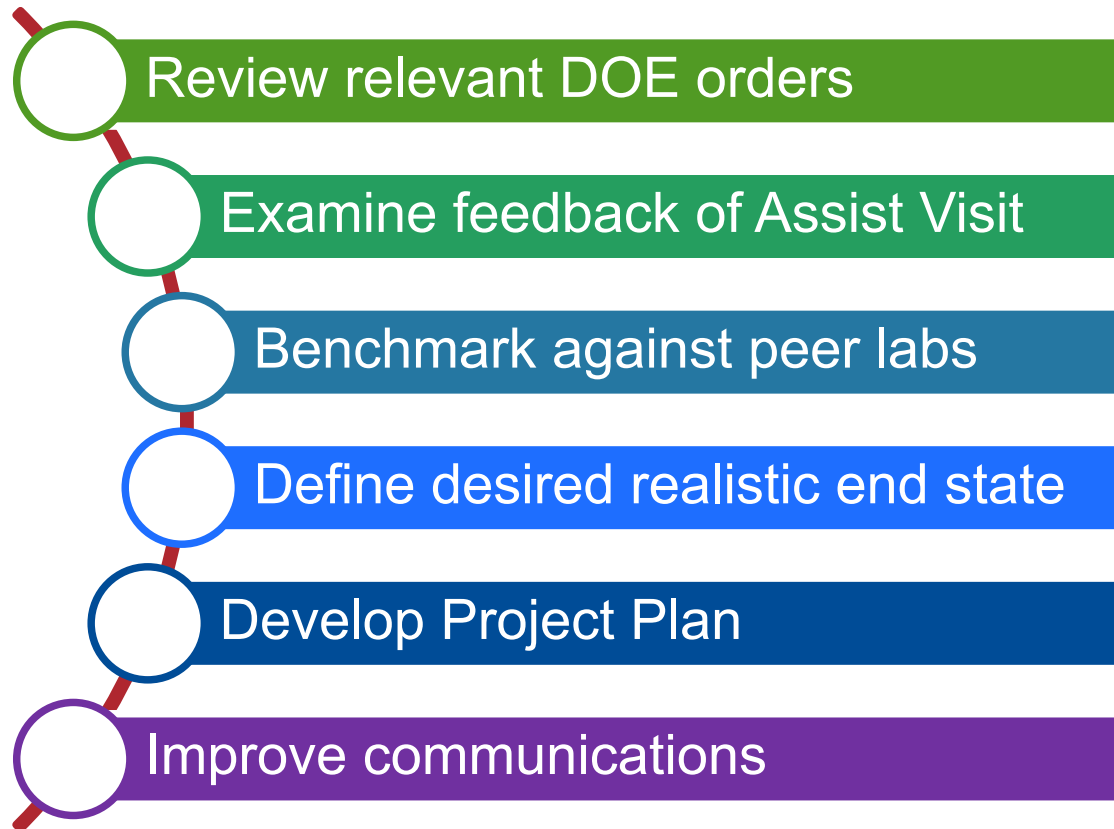
- Committee was organized to pursue in parallel
  - Review DOE orders, examine assist visit feedback, benchmark against peer DOE laboratories
  - Review of feedback from broad spectrum of stakeholders
- Combined the output of these two exercises
  - To identify common pain points and associated solutions
- 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

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

Problems
4%

Approved
96%

Others, 2.5 K

Subcon, 2.6 K

User/Affiliate,
4.5 K

Business,
10.6 K

Foreign
Nationals
32%

US Citizens
68%

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

- ~50% are business visitors, ~25% are user/affiliate
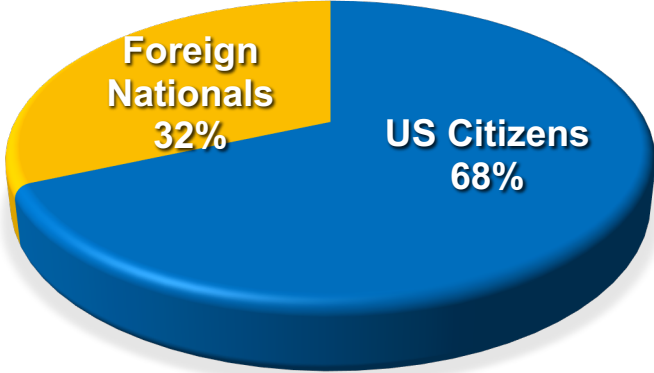
- About 1/3 of user/affiliate requests are from international colleagues

- 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
• SASC formed • Organizational workshop held • Performed broad outreach campaign • Planned for improved communications • FSO received the report from the Assist Visit	• Completed benchmark exercise with four peer laboratories • Implemented communication plan (meetings, website, all hands messaging with targeted follow-up) • Developed list of proposed changes to requirements for discussion with DOE	• Categorized hundreds of suggestions & comments from stakeholders to formulate a set of end-state goals • Launched SASC web page and mailbox • Expanded access to additional buildings for badged staff • Completed Wilson Hall card-reader project • Implemented streamlined access request software	• Re-opened portions of WH to the public • Developed site access data dashboard and posted summary metrics to SASC web page	• Brought Public Access Control Gates into operation • Finalized list of proposed changes to requirements with DOE

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

Mar 2024	Apr 2024	May 2024	Jun 2024
• Received DOE approval for list of proposed changes to requirements • Expanded list of documents staff and collaborators can use for REAL-ID	• Achieve a factor of ~3 reduction in average approval time for US citizens using streamlined software	• Clarify and expand access hours for users and affiliates • Implement streamlined processes for international colleagues	• Implemented scanners to streamline public access to the lab • Provided Notice to Proceed for new Fermilab Welcome and Access Center (FWAC) on west side of the lab

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

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

(requires an FNAL Services account)

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)
- ☑ 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

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

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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.

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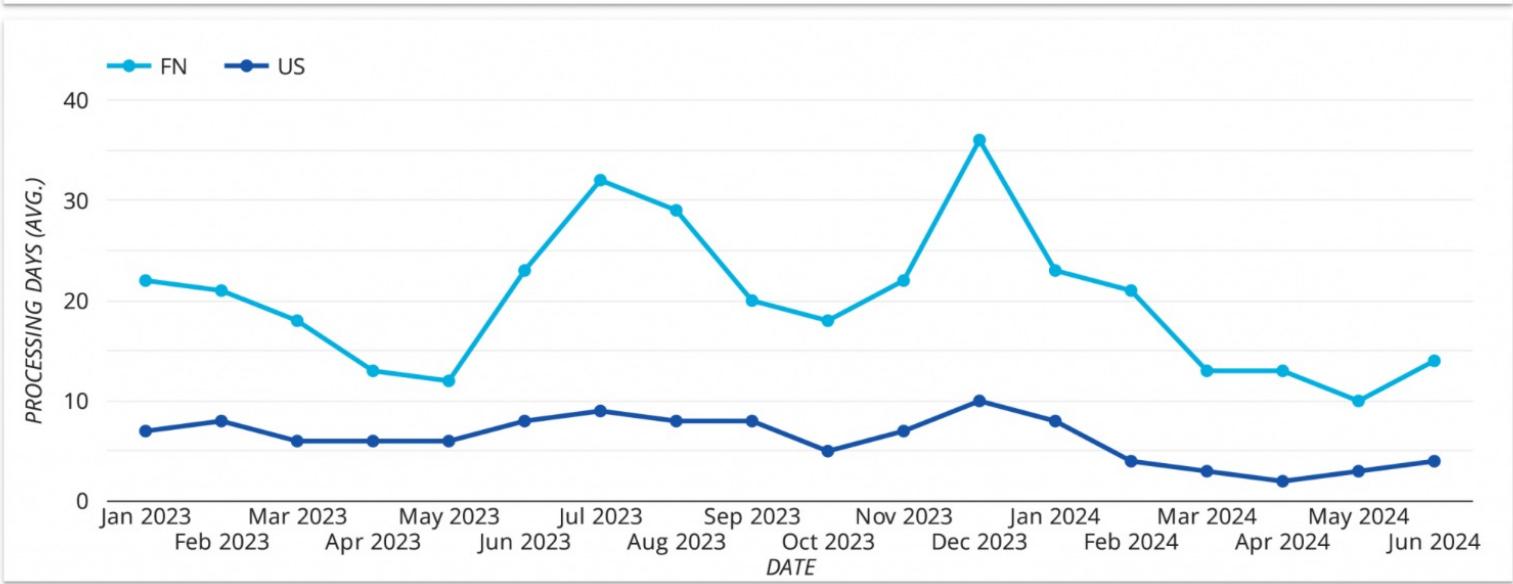
(available from the "Metrics" tab of the SASC web page)

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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

Old-Process
N=10527
Avg = 8.0 days
CY2023

←90%

duration of access request approval

New Processes
N=1096
Avg = 2.4 days
April 2024

←90%

duration of access request approval

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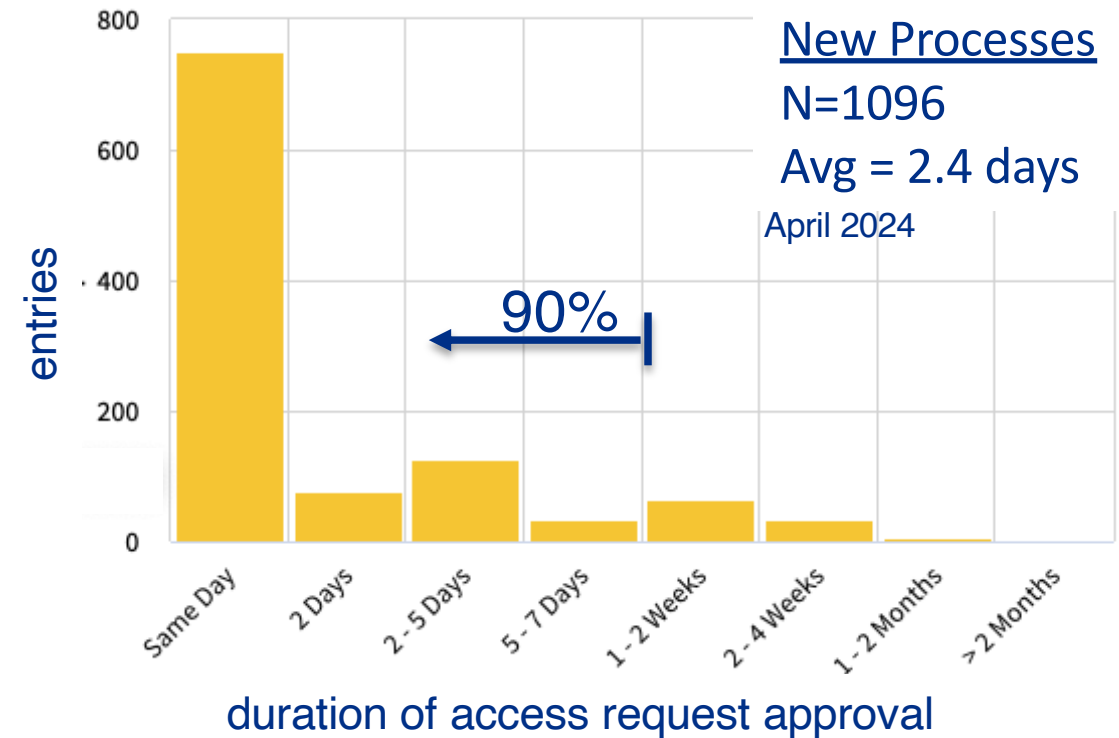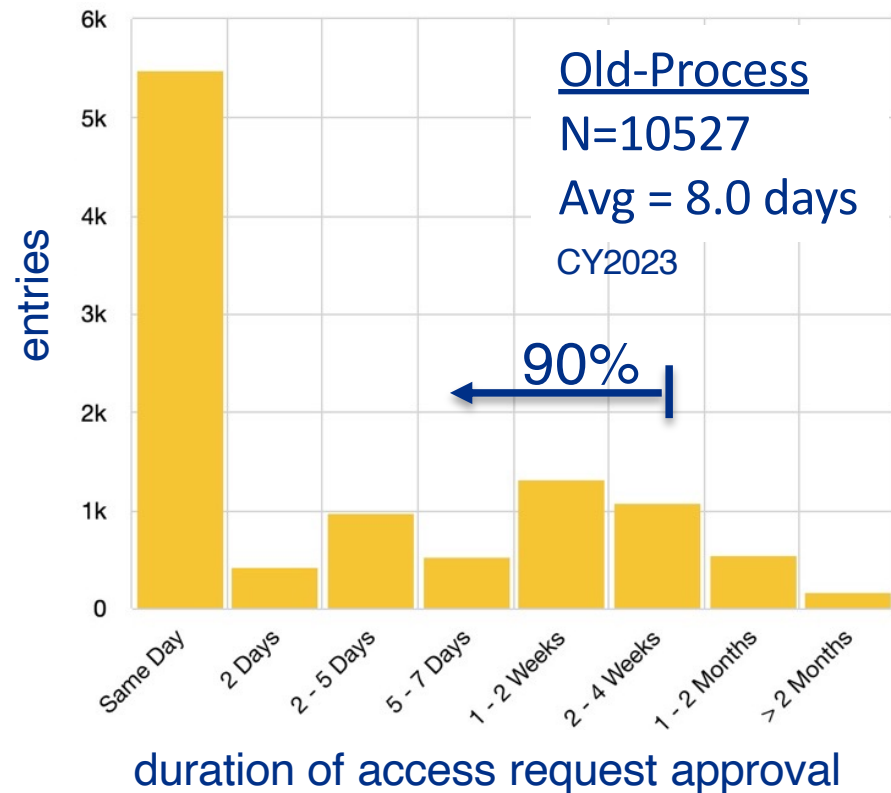
Changes to the Foreign National Access Program

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.

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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

Fermilab Access Areas (Dec 2023)

Property Protection Area (leased farmland)

Property Protection Area

Public Access

The Village

Wilson Hall Public Areas (see legend)

Public Access

Property Protection Area

Property Protection Area (leased farmland)

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

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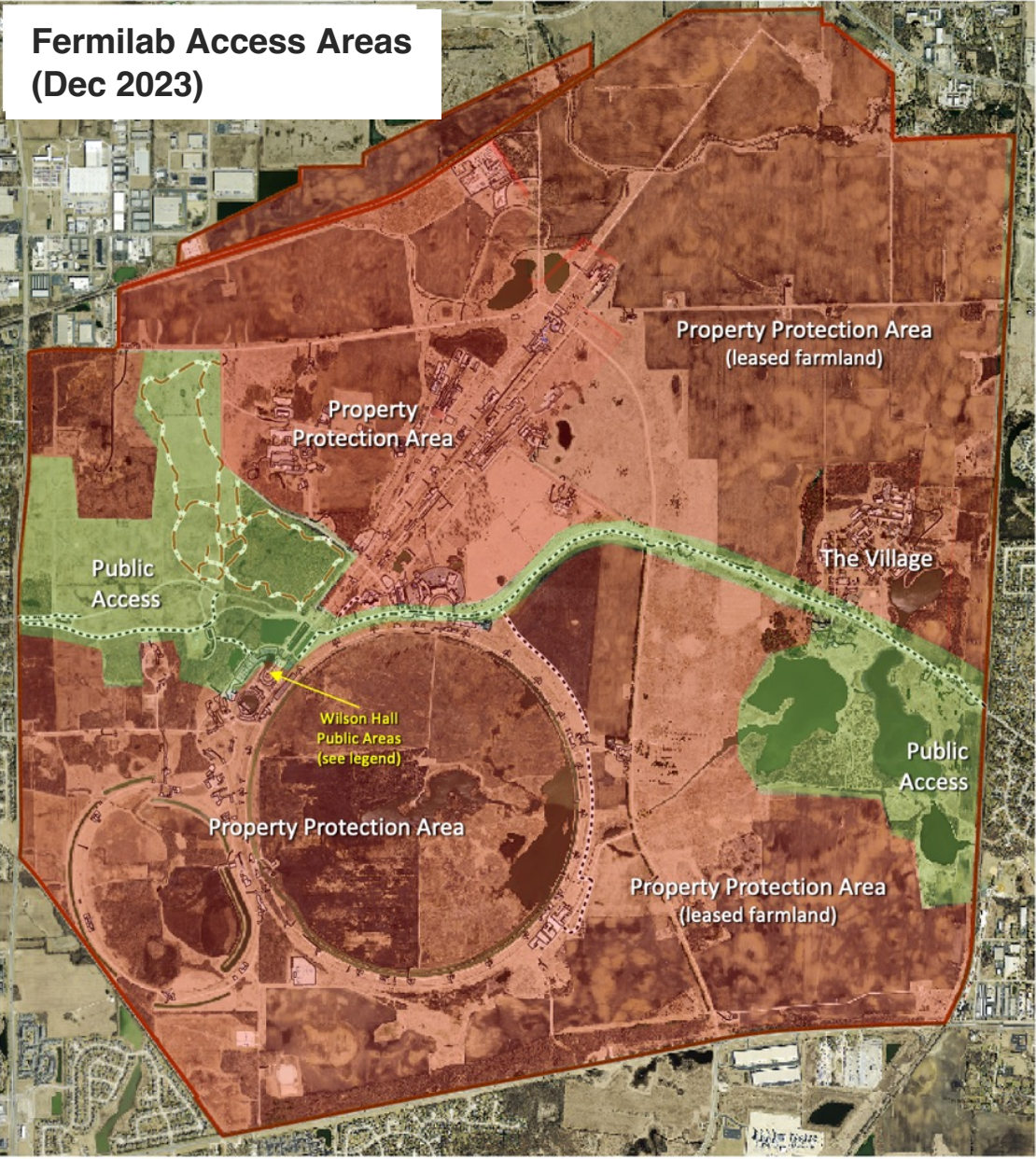
New Access Areas (approved March)

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)

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(aka General Access Area, GAA)

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- Building 327
- Lederman Science Center
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Security Areas
(aka Property Protection Area, PPA)

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Fermilab Access Areas
(Dec 2023)

Property Protection Area
(leased farmland)

Property Protection Area

Public Access

Wilson Hall Public Areas (see legend)

Property Protection Area

The Village

Public Access

Property Protection Area
(leased farmland)

Fermilab
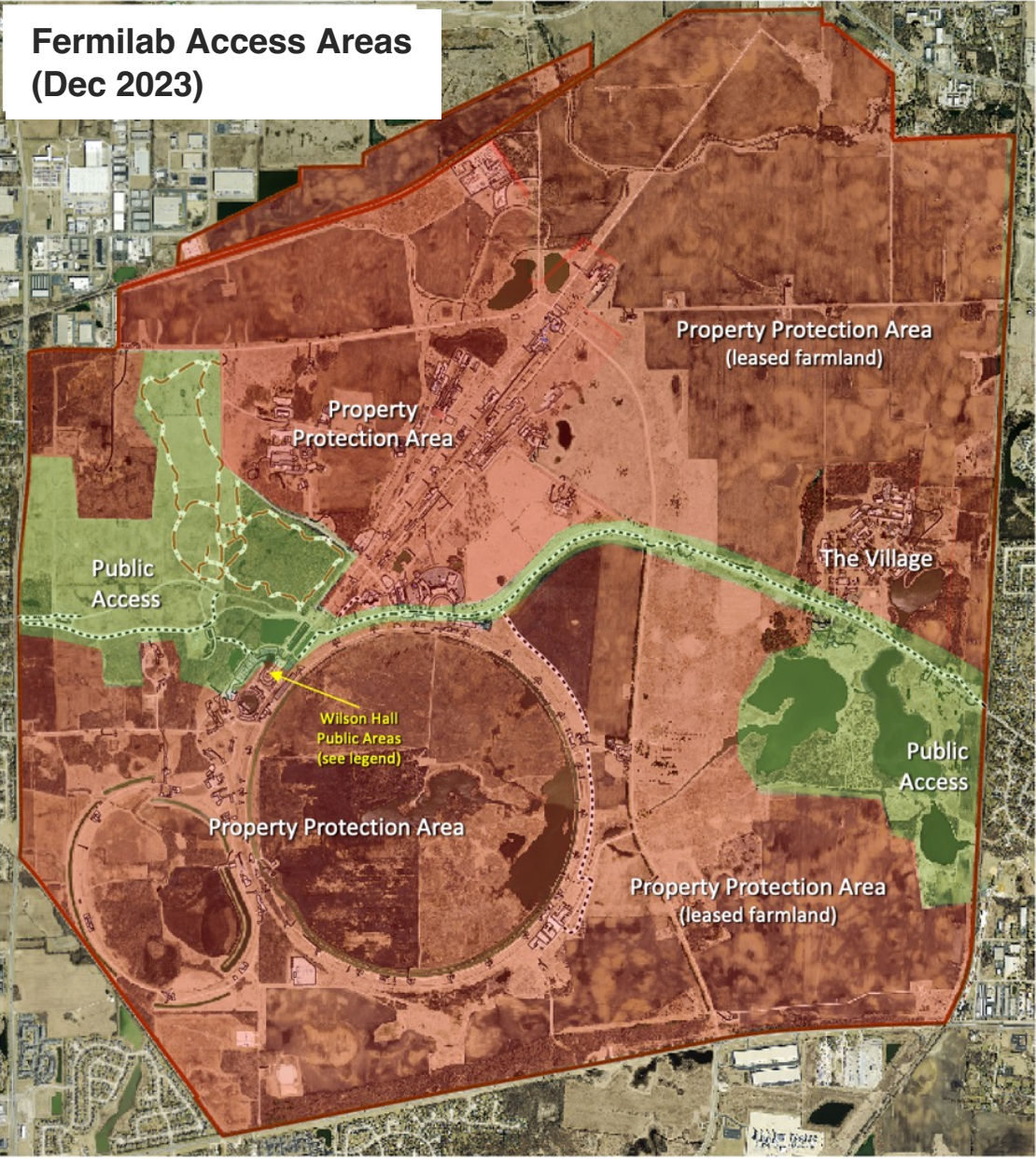
New Access Areas (approved March)

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**

Fermilab Access Areas (Mar 2024)
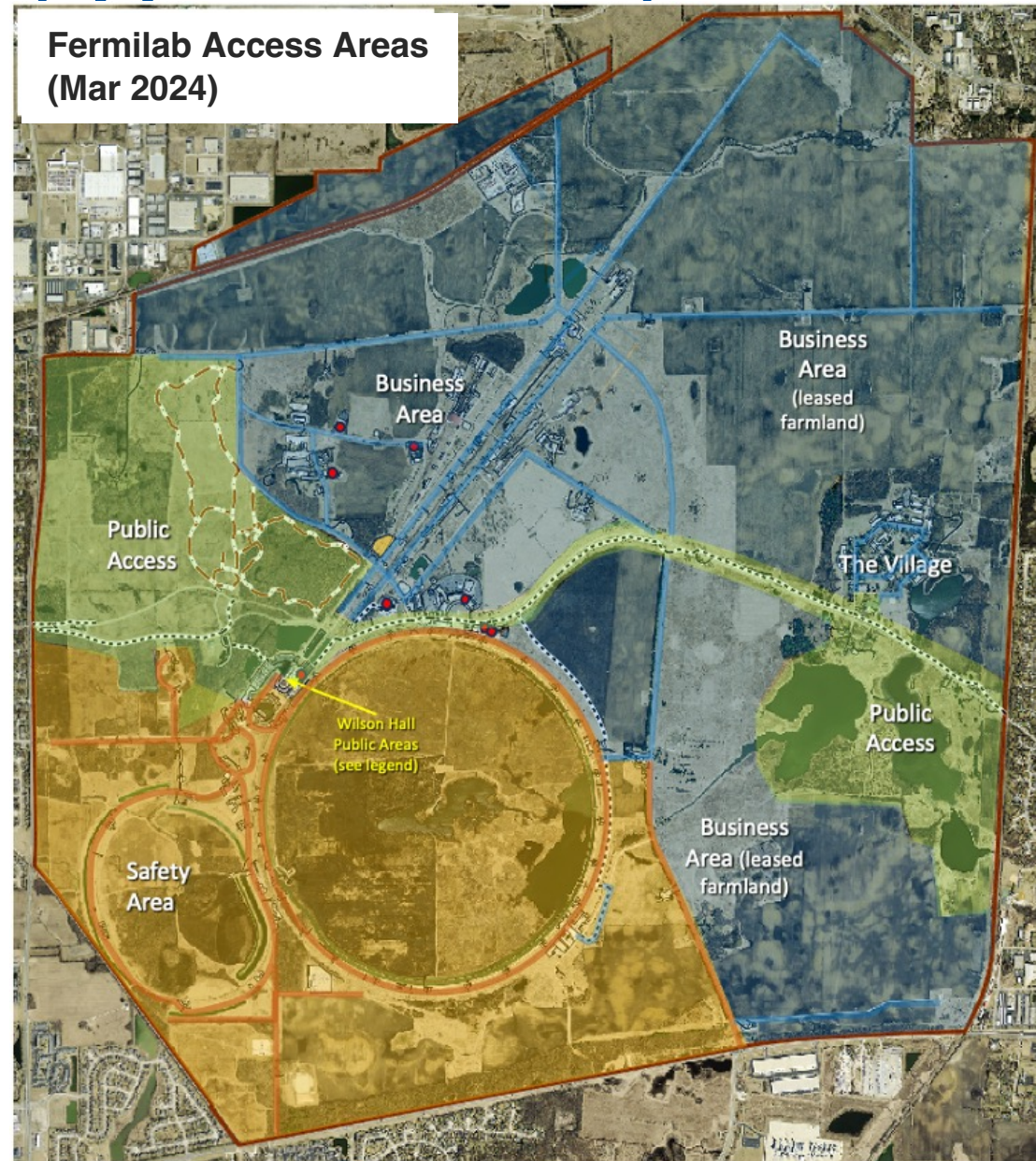
Security (PPA)

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 3rd Floor Room 915
- Feynman Computing Center Server Rooms

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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

Be a **destination of choice** for cutting-edge science and innovation

Be a **preferred science partner** for users, visitors, interns, contractors, etc.

Be a **STEM role model** to inspire and engage future scientists and engineers

Be a **welcoming haven** at Fermilab for our neighbors to visit
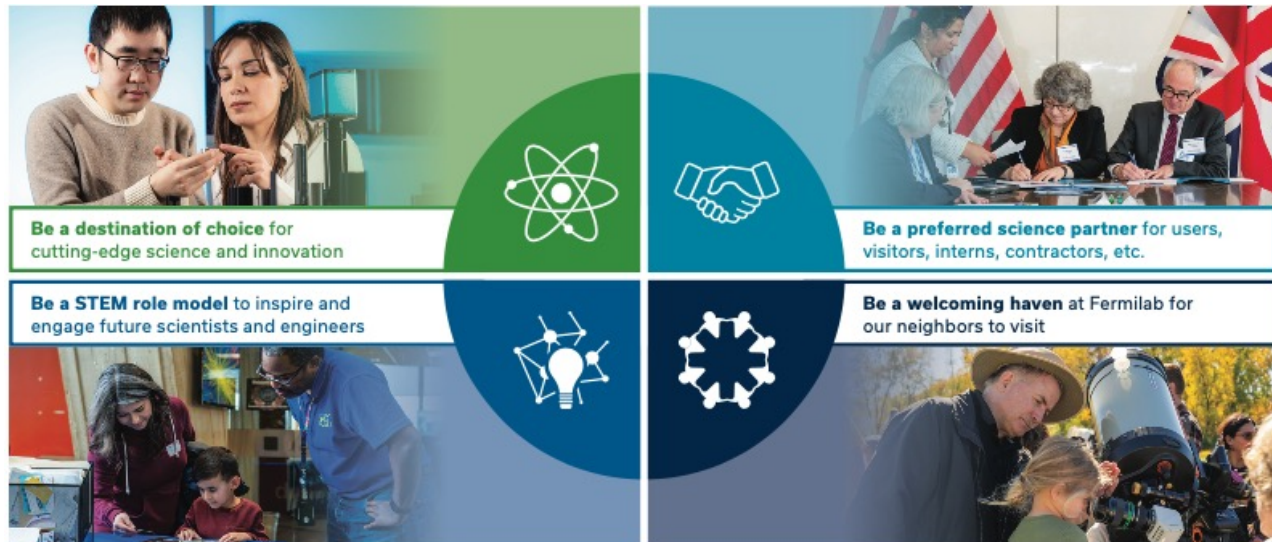
Each Objective has contributing Goals and Actions

Turning objectives into actions

After defining the objectives, the committee outlined a set of goals needed to meet the objective. The goals were further broken down into actionable items that have timelines for communicating and completion. By meeting these goals, we will achieve the end-state objectives establishing an efficient and effective site access process to provide a welcoming, collaborative laboratory environment, while putting into place security measures that appropriately protect property, people, and the environment.

Objectives
The overarching vision or desired outcome. Incorporated requirements with best practices.

Goals
A measurable milestone that contributes to the overall objective. Defined goals with input from many stakeholders.

Actions
Specific steps and initiatives to achieve the defined goal. Clearly defined actions taken to achieve desired end-state.

Review
Iterative engagement with laboratory staff, users and affiliates, system managers, and the lab's Policy Oversight Board.

(from *Future State Objectives and Goals* available from "Reports" tab of SASC web site)

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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 personnels' 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 Implementation Plan* from "Reports" tab of SASC web site)

Action WBS Number	Milestones and Activities	Completion Date	Comments
	Open Wilson Hall to the Public	**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).
	Streamline access processing for Users, Business, Family	**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	
	Clarify Access for Employees, Users, and Affiliates	**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	
	Streamline badging process for foreign nationals	**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
	Improve Communication Methods	**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 leadershipp meet regularly with stakeholders.
4.4.2	Acknowledge and respond to DOE site visit	Jun-24	Summary being prepared by SASC.
	Expand and streamline public access across site	**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	

Project Plan Milestones - Timeline.xlsx   1 of 6

Plan to release SASC Summary Reports

- **The work of the SASC is summarized in 5 reports that will be made available from the SASC web page in early September.**

- **Mature drafts circulated to leaders of EAG, SAC, EAC, UEC for comment**

- **Will incorporate that feedback, finalize the documents, and release more broadly**

- **The release of these documents will fulfill the original charge of the SASC. Have begun thinking about how SASC should evolve to allow continued progress.**

- **Once the reports are released, imagine a "summary tour" to discuss the reports as well as discuss plans for the evolution of the SASC**

SASC summary report

The SASC summary report provides an overview of the strategy developed by the committee to improve site access. In addition to this summary, the SASC is providing four additional reports: Responses to the DOE assist visit, Summary of the benchmark exercise with peer laboratories, Future state objectives and goals and the Summary implementation plan. These reports summarize the work of the SASC and outline plans for continued improvements to site access.

⬇ Download SASC summary report

Response to the DOE assist visit

Suggestions and feedback from the DOE Office of Science visit in September 2023 for improving site access policies and procedures at Fermilab.

⬇ Download Responses to the DOE assist visit

Future state objectives and goals

Outlines site access goals aligned with Fermilab's strategic objectives based on community feedback, benchmark results and input from experts.

⬇ Download Future state objectives and goals

Benchmark exercise with peer laboratories

Results from a survey conducted by the SASC of four peer labs on site access, which propose practical changes for the Fermilab Security Plan.

⬇ Download Benchmark exercise summary

Summary implementation plan

Details actionable steps based on future objectives including a time-phased work plan with quarterly milestones.

⬇ Download Summary implementation plan

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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 the lab staff and science community and compliant with DOE requirements.

- The SASC progress, vision, and plan have been documented and will soon be available from the web site: https://siteaccess.fnal.gov/

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

Epilogue

- Changes that will be implemented soon
  - Collecting limited demographics information for Users & Affiliates consistent with direction provided from Office of Science
    - Questions and answers specified by DOE SC. Very similar to what's required for staff
    - People will have the option to reply 'prefer not to provide this information'
  - Badge duration for non-US citizen staff will default to 3y instead of 1y
    - Same as the duration for US citizen staff
    - If duration of visa documentation is <3y, the duration will default to that earlier date
  - Card readers at SiDet
  - Summary Reports released

Thank you for your feedback, support, and advice!

Suggestions for improvement: siteaccess-suggestions@fnal.gov

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Backup Slides

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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)   *Co-chairs

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

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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

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Access Times & Locations

Category	Times	Comments
Employees (Fermilab, DOE, and temp workers)	24/7	Local restrictions based on area
Users	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
Affiliates & CRADAs	24/7 for specifically authorized facilities and supporting offices	Current Affiliate Research Agreement required; exceptions approved by line management and advance notification to Security
Business visitors	Business Hours for authorized facilities	Exceptions approved by line management and advance notification to Security
Sub-contractors (tied to an active PO)		
Interns (paid/unpaid)		
Public visitors	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

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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

Glenzinski & Sherin I Scientist Advisory Council

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