# Hosts

Information on the non-U.S. citizen Host Program and the responsibilities of hosts

## What are hosts?

Hosts are responsible for the activities associated with non-U.S. citizen access to the laboratory and its information and/or technologies. When applicable, non-U.S. citizens will be assigned a host by the FNAP Office. To be designated a host there are various qualifications that must be met.

- Must be a U.S. citizen or foreign national not associated with a Country of Risk as defined by DOE order 142.3B
- Must be an FRA employee
- Must complete host training annually
- Must possess the technical competency necessary to understand the activities to be performed by the foreign national they are hosting.

**Host responsibilities include:**

- Be aware of the scope of access for which the individual is being considered and provide this info to the individual.
- Report suspicious activities in accordance with local reporting requirements
- All host responsibilities are detailed in Hosting Foreign Nationals training
- When applicable, review and acknowledge the Foreign National Security Plan (FNSP) for assigned non-U.S. citizen(s).

**Per the DOE Order 142.3B, Unclassified Foreign National Access Program, hosts are required for non-U.S. citizen access to the lab.**

## How does a host acknowledge an FNSP?
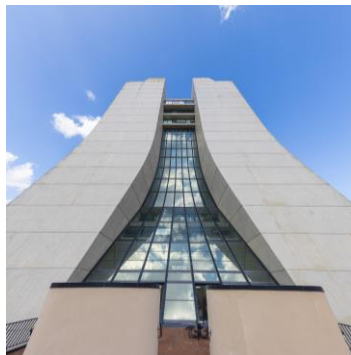
In certain circumstances, Foreign National Security Plans (FNSPs) are required. FNSPs provide hosts with information on what the non-U.S. citizen has access to and includes basic information such as name, affiliation, and justification for access.

To acknowledge the FNSP or make changes prior to signing off, please follow the instructions in this Knowledge Base article (Services log-in required).

## What if I do not know the non-U.S. citizen assigned to me?

It is a requirement for hosts to identify themselves to their assigned non-U.S. citizen. Hosts must be aware of the scope and technologies their assigned non-U.S. citizen will have access to. The FNAP office does not anticipate that hosts know all of their assigned non-U.S. citizens personally. If you have questions about the person assigned to you, please reach out to the individual's point of contact. The point of contact information can be found in the host notification email. If you think that you should be reassigned as host, please contact the FNAP Office promptly.

## How can a host access their host list in Workday?

1. Log into Fermiworks/Workday. If you are in the SAGE environment or non-Sage environment, you should be able to view the list based on your permissions. Enter your name into the search bar and press enter.
2. Select "Host – (Last name, First name)" from results.
3. If you're not able to find this option, verify that "All of Workday" is selected from Categories.
4. Click the name "Host – (Last name, First name)" and all the information related to your host project displays.
5. Click the resources tab to display your assigned hostee(s).
6. If the list is blank, you are not currently hosting anyone.

## What are the responsibilities of the non-U.S. citizen?

Non-U.S. citizens are expected to alert their assigned host of anything that would affect their status in the U.S. These include, but are not limited to the following:

- Change in name, passport or U.S. visa information
- Change in U.S. immigration status
- Change in Fermilab access dates
- Any plans to leave the U.S., even for a short period of time
- Any interactions with law officials in the U.S.

Once the host is informed by their assigned non-U.S. citizen, they must contact the FNAP office.

Additional information on the host program can be found on the FNAP web page and the FAQs page. Contact FNAP-request@fnal.gov if you have questions.

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