

International Access Security Plan *FAQ's*

Q. *I am not a U.S. Citizen, why do I need a security plan?*

A. The U.S. Department of Energy is required to have processes to control and track access to and use of research facilities for all non-U.S. citizens. Refer to DOE Order 142.3B, Unclassified Foreign National Access Program.

Q. *I am a Lawful Permanent Resident (LPR), do I need a security plan?*

A. Yes, DOE Order 142.3B views LPR nationals as non-U.S. citizens for access purposes to INL and are required to have a security plan.

Q. *Do I need to add everyone in my group to my security plan?*

A. It depends. At a minimum you need to add your host, any escorts, and the people you will interact with on a regular basis. The host may add others to the security plan who then receive the pre-visit briefing based on programmatic needs.

Q. *Who is my host or escort?*

A. This is typically the individual(s) you report to and is responsible for your visit or assignment with INL. They will be listed on your yellow card for quick reference.

Q. *How do I add a building or update my security plan?*

A. Email your host and request the changes. Your host will then email the International Access Program (IAP) the changes.

Q. *What are the hours I can be in a building?*

A. Refer to your security plan or yellow card which will list specific hours for each building, which may vary.

Q. *How soon can a security plan be approved?*

A. Typically, 14 days for non-sensitive and 45 days for sensitive countries.

Q. *Who reviews and approves my security plan?*

A. Multiple Subject Matter Experts, depending on the information and final approval through the senior leader. Refer to ["IAP Flow Chart."](#)

Q. *Do I need to add open source and free software to each security plan?*

A. No, if the software is open source and free, this does not need to be added. Export Control continues to review and authorize non-standard commercial off-the-shelf software (COTS) that also does not need to be included on the security plan. Refer to [Software Exempt from International Access Security Plans](#).

Q. *Are there pre-approved buildings at the Research and Education Campus (REC) that I can access?*

A. Yes, your host can choose general access in section 2B of IFACTS to add the pre-approved REC facilities (EROB, IRC, WCB, ESL, EIL, C3).

Q. *Can I go into an INL facility if it's not on my security plan?*

A. You may enter a facility to visit badging, medical, or the Employee Assistance Program office without them being specifically listed on your security plan. All other INL facilities need to be listed and approved by IAP on your security plan prior to entry.

Q. *My badge and/or security plan are going to expire soon, what do I need to do?*

A. Contact your host to renew at least 45 days before the security plan and/or badge expire. The host will coordinate with IAP to complete the renewal process.

Q. *What do I need to do when I am ready to terminate my INL access and security plan?*

A. You are required to return your badge, yellow credential, computer, and other equipment to your host prior to termination.

Q. *Who should I contact if I have additional questions?*

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[International Access Program Webpage](#)