



FEMA

Foreign National Applicant Approval Process for *Lessons Learned Information Sharing*

Lessons Learned Information Sharing (LLIS.gov) terms of service, privacy policy, and normal membership requirements apply for all LLIS.gov applicants. The following process applies to membership applications from non-U.S. citizens only.

DEFINITIONS

For the purposes of the Foreign National Applicant Approval Process for *Lessons Learned Information Sharing*, the following terms are defined as follows:

- Attachment J of the U.S. Department of Homeland Security (DHS) 4300A Sensitive Systems Handbook: Requesting Exceptions to Citizenship Requirement: The DHS form for requesting exceptions to the DHS sensitive systems policy. Henceforth referred to as “Attachment J” (see Appendix D).
- DHS Sponsor: Any DHS employee who is willing to endorse the candidacy of a foreign national applicant and provide the applicant with an invitation to join *LLIS.gov*.
- Foreign National Applicant: Any emergency management or homeland security official representing a foreign government who has a valid need-to-know to access *LLIS.gov*. DHS requires foreign national applicants to be representatives of foreign governments that work with DHS in an official capacity. The DHS Chief Security Officer (CSO) maintains the list of the aforementioned governments per page 10 of the DHS 4300A Sensitive Systems Handbook, which states that additional compensating controls shall be maintained for foreign nationals based on nations lists maintained by the DHS CSO.
- Foreign National Applicant Approval Process for *Lessons Learned Information Sharing*: The *LLIS.gov* Foreign National Approval Process for *Lessons Learned Information Sharing* document outlines the process for foreign nationals to gain access to the *LLIS.gov* system. This document includes the Exceptions to Citizenship Requirement (Appendix A), *LLIS.gov* Membership Invitation (Appendix B), FEMA-Internal Concurrence Signature Page (Appendix C), and Attachment J (Appendix D). The Foreign National Applicant Approval Process for *Lessons Learned Information Sharing* document will henceforth be referred to as the “Package.”
- Foreign National Application for Exceptions to Citizenship Requirement: The *LLIS.gov* foreign national application for foreign emergency management or homeland security officials. Henceforth, referred to as the “Application.”

INTRODUCTION

DHS sensitive systems policy requires that only U.S. government and contractor personnel who are citizens of the United States be provided access to DHS systems. Exceptions to this policy must be obtained for non-U.S. citizens for whom access to DHS systems is needed. Exceptions

for *LLIS.gov* are to be requested and sponsored by a DHS employee and can only be granted with the review and concurrence of the following DHS entities or individuals: the (1) *LLIS.gov* Federal Program Manager, (2) Federal Emergency Management Agency (FEMA) International Affairs Division, (3) FEMA CSO, (4) FEMA Chief Information Security Officer (CISO), (5) FEMA Chief Information Officer (CIO), (6) DHS CIO, and (7) the DHS Office of Security.

The DHS sponsor must certify that the applicant is an emergency management or homeland security official in his or her country of citizenship and has a valid need-to-know for *LLIS.gov* membership. Additionally, the DHS sponsor must submit a written justification for the foreign national's access to the system.

The DHS sponsor will complete the Application and send the encrypted Package and its password in separate emails to the *LLIS.gov* Information System Security Officer (ISSO) at Internationalapplications@llis.dhs.gov. The *LLIS.gov* ISSO will review the contents of the Package to ensure that it has the required information and forward it to the *LLIS.gov* Federal Program Manager. The *LLIS.gov* Federal Program Manager will review the Application. If approved, the *LLIS.gov* Federal Program Manager will initiate a FEMA-internal review of the Application with the FEMA International Affairs Division and the FEMA CSO. Subject to the concurrence of the FEMA International Affairs Division and the FEMA CSO, the *LLIS.gov* ISSO will coordinate with the FEMA Information Technology Security Branch (ITSB) and FEMA CISO to review the Application per Attachment J requirements and to process Attachment J through to all required parties, including the FEMA CIO, DHS CIO, and DHS Office of Security. Upon receipt of final approval from the DHS Office of Security, the *LLIS.gov* ISSO will send an approval email to the DHS sponsor, the *LLIS.gov* Federal Program Manager, and the *LLIS.gov* Help Desk. The *LLIS.gov* Help Desk will coordinate with the applicant to complete the account registration process within *LLIS.gov*.

If the *LLIS.gov* Federal Program Manager, FEMA International Affairs Division, FEMA CSO, FEMA CISO, FEMA CIO, DHS CIO, or the DHS Office of Security denies a foreign national Application for any reason, the *LLIS.gov* ISSO will email the DHS sponsor to inform them that the applicant will not be allowed access to *LLIS.gov*. The DHS sponsor will be responsible for notifying the applicant.

COMPONENTS OF A FOREIGN NATIONAL APPLICATION FOR *LLIS.GOV* MEMBERSHIP

Application Sponsorship

DHS reserves foreign national membership for representatives of foreign governments who work with DHS in an official capacity. If a DHS employee nominates a foreign national for *LLIS.gov* membership, then that employee will serve as the applicant's sponsor. The DHS sponsor must certify that the applicant is an emergency management or homeland security official in his or her country of citizenship and has a valid need-to-know to access *LLIS.gov*. In addition, the DHS sponsor is responsible for the completion and submission of the foreign national's Application to the *LLIS.gov* ISSO.

Written Justification

The DHS sponsor must provide a written statement that clearly explains why the foreign national applicant should have access to the *LLIS.gov* system. This written justification must explain how the applicant's job responsibilities relate to system access and how the applicant intends to use information accessed through the system. Moreover, the DHS sponsor must confirm that he or she has advised the foreign national applicant that he or she cannot share any information accessed on *LLIS.gov* with any other person, per the *LLIS.gov* Terms of Service.

Employment Information Form: Exceptions to Citizenship Requirement

The Application (see Appendix A) requires the DHS sponsor to provide the following information about the foreign national applicant:

- Full name;
- Date of birth;
- Place of birth;
- Country of citizenship;
- Employer name and address;
- Job title;
- Phone number;
- Fax number;
- Email address;
- Name, job title, and contact information of the applicant's direct supervisor;
- Membership type; and
- A purpose statement for access to *LLIS.gov*.

APPLICATION PROCESS

1. A foreign national applicant contacts a DHS representative to request sponsorship for *LLIS.gov* membership. The representative certifies the applicant's need-to-know for *LLIS.gov* membership prior to agreeing to sponsor his or her request for *LLIS.gov* and/or Exercise Support System membership. If a foreign national contacts the *LLIS.gov* Help Desk directly without a DHS sponsor, then the *LLIS.gov* Help Desk will instruct the applicant on the requirements for foreign national *LLIS.gov* and/or Exercise Support System membership.
2. The *LLIS.gov* Help Desk emails the foreign national applicant and his or her DHS sponsor the Package. In addition, the DHS sponsor can log onto *LLIS.gov* and download the Package from the Public Library on the Exercise Support System.
3. The DHS sponsor completes the Application. The DHS sponsor then encrypts the Package and gives it a password to open it. The sponsor attaches the Package in one email to the *LLIS.gov* ISSO and the encryption password in another.
4. The *LLIS.gov* ISSO reviews the contents of the Package to ensure that it has the required information and forwards the aforementioned emails to the *LLIS.gov* Federal Program Manager.
5. The *LLIS.gov* Federal Program Manager reviews the Application based on the applicant's information, his or her need-to-know, and the written justification.
6. If approved, the *LLIS.gov* Federal Program Manager completes the DHS IT Security Program Exceptions to the Citizenship Requirement in Appendix D. In addition, the *LLIS.gov* Federal Program Manager signs the FEMA-Internal Concurrence Signature Page (see Appendix C).
7. The *LLIS.gov* Federal Program Manager scans, re-encrypts the Package with the original password, and sends it and the password in separate emails to *LLIS.gov* the POC at the FEMA International Affairs Division.
8. The POC at the FEMA International Affairs Division reviews the application. If approved, the POC signs the FEMA-Internal Concurrence Signature Page. In addition, the POC scans and re-encrypts the Package with the original password, and sends it and the password in separate emails to the POC at the FEMA CSO.
9. The POC at the FEMA CSO reviews the application. FEMA CSO will use the DHS Integrated Security Management System (ISMS) as part of its validation process. It will take at least 20 days for ISMS to review the application. If FEMA CSO approves the application, the POC signs the FEMA-Internal Concurrence Signature Page. In addition, the POC scans and re-encrypts the Package with the original password, and sends it and the password in separate emails to *LLIS.gov* ISSO.
10. The *LLIS.gov* ISSO coordinates with the FEMA ITSB to track the progress of the Application as it is reviewed by the following agencies in this order: (1) FEMA CISO, (2) FEMA CIO, (3) DHS CIO, and (4) DHS Office of Security per Attachment J requirements.

11. Each DHS entity denies or approves the Application based upon its own internal validation processes. In addition, each DHS entity sends the Package materials to the appropriate contacts per Attachment J requirements.
12. If the DHS Office of Security grants final approval of the Application, the office notifies the *LLIS.gov* ISSO.
13. The ISSO sends an approval email to the *LLIS.gov* Help Desk, the *LLIS.gov* Federal Program Manager, and the DHS sponsor.
14. The applicant registers for *LLIS.gov*, the Exercise Support System, or both.

MAINTENANCE AND FOREIGN NATIONAL ACCESS RIGHTS

LLIS.gov does not contain classified material but is authorized to house documents marked *Law Enforcement Sensitive* (LES), *Controlled Unclassified Information* (CUI) (formerly “*Sensitive but Unclassified*”), and *For Official Use Only* (FOUO). Foreign national members will only be allowed to view documents without LES, CUI, or FOUO markings. If a foreign national member attempts to access a document that they are not authorized to view, they will receive an error message and be unable to access the document.

Foreign national memberships expire after one calendar year. Thirty days prior to the expiration date, the *LLIS.gov* Help Desk validates the member’s continued employment status and contacts the member’s DHS sponsor to validate need-to-know and either extend or withdraw sponsorship of that person. If the DHS sponsor withdraws sponsorship or if the sponsor is no longer a DHS employee, then the foreign national member will be advised that the sponsorship has been withdrawn and further access privileges have been revoked. The former member may re-apply for membership, with another DHS sponsor. It is the responsibility of the former member to identify another DHS sponsor. If the foreign national member’s DHS sponsor extends sponsorship, then the *LLIS.gov* Help Desk will re-validate that member’s employment and contact information. The DHS sponsor may revoke access privileges to foreign national applicants he or she sponsors at any time.

Appendix A

**Employment Information Form:
Exceptions to Citizenship Requirement**

DHS Sponsor

I hereby sponsor this request for an exception to the U.S. citizenship requirement for access to *LLIS.gov*.

DHS Sponsor Name
(printed):

Title:

Agency:

Date:

Signature:

Foreign National Applicant Information:

Full Name:

Date of Birth

Place of Birth

Country of Citizenship:

Employer Name:

Employer Address:

Job Title:

Phone Number:

Fax Number:

Email:

Direct Supervisor's Name:

Direct Supervisor's Job Title:

Direct Supervisor's Contact
Information:

Appendix B

LLIS.gov Membership Invitation



FEMA

Sharing Information
Enhancing Preparedness
Strengthening Homeland Security

**Lessons Learned
Information Sharing**
LLIS.gov

I am pleased to invite you to register for access to *Lessons Learned Information Sharing (LLIS.gov)*, the national network of lessons learned, best practices, and innovative ideas for emergency management providers and homeland security officials. *LLIS.gov* is sponsored by the Department of Homeland Security/Federal Emergency Management Agency.

To register, please complete the following steps:

1. Provide your DHS sponsor with the requested information for foreign national *LLIS.gov* membership
2. Click on the following link, or cut and paste this URL into your Web browser:
<https://www.llis.dhs.gov/signup/index.cfm>
3. After completing all required fields, click the "Submit" button

If DHS approves your application, you will then receive an email indicating that your account has been approved. **You will not be able to log into *LLIS.gov* until you have received this approval email.**

If you encounter any problems, please contact the *LLIS.gov* Helpdesk at 866-476-4827 or by email at Help@llis.dhs.gov.

After gaining access to *LLIS.gov*, you may find it helpful to review [Navigating the New *LLIS.gov*](#) to understand the different features of the system. Also, be sure to sign up for LLIS Dispatch in the Featured Content tab and available public Channels through My Channels in the left navigation bar.

LLIS.gov houses an ever-growing repository of documents, including Lessons Learned, Best Practices, after-action reports, operations plans, and other homeland security-related content. Additional content is added to the system frequently, so continue to check the site for the latest updates.

Appendix C

FEMA-Internal Concurrence Signature Pages

APPLICATION DECISION

***LLIS.gov* Federal Program Manager**

My concurrence with the requested exception to the U.S. citizenship requirement for access to Department of Homeland Security systems:

- Concur.**
- Nonconcur.**

Reason for nonconcurrence: _____

Name (printed): _____
Title: _____
Name of Applicant: _____
Date: _____
Signature: _____

FEMA International Affairs Division

My concurrence with the requested exception to the US citizenship requirement for access to Department of Homeland Security systems:

- Concur.**
- Nonconcur.**

Reason for nonconcurrence: _____

Name (printed): _____
Title: _____
Name of Applicant: _____
Date: _____
Signature: _____

FEMA Chief Security Officer

My concurrence with the requested exception to the US citizenship requirement for access to Department of Homeland Security systems:

Concur.

Nonconcur.

Reason for nonconcurrency:

Name (printed):

Title:

Name of Applicant:

Date:

Signature:

FEMA Chief Information Security Officer

My concurrence with the requested exception to the US citizenship requirement for access to Department of Homeland Security systems:

Concur.

Nonconcur.

Reason for nonconcurrency:

Name (printed):

Title:

Name of Applicant:

Date:

Signature:

Appendix D

Attachment J of DHS 4300A Sensitive Systems Handbook



Attachment J

Requesting Exceptions to Citizenship Requirement

DHS 4300A

Sensitive Systems Handbook

Version 7.1

March 19, 2010

DEPARTMENT OF HOMELAND SECURITY

DOCUMENT CHANGE HISTORY

Version	Date	Description
1.0	October 1, 2005	Initial release
4.0	June 1, 2006	No change
5.0	March 1, 2007	No change
6.0	May 14, 2008	No change
6.1	September 23, 2008	No change
6.1.1	April 27, 2009	Updated form to include a field for tracking number in header and to change order of signature fields.
7.0	August 7, 2009	No change
7.1	March 19, 2010	Updated form to include fields for date and place of birth. Also, new requirement for "Security Certification" for FSNs.

Introduction

Department of Homeland Security (DHS) policy requires that only government and contractor personnel who are citizens of the United States will be given access to DHS systems. Exceptions to this policy must be obtained for any non-U.S. citizens, including Foreign Service Nationals (FSNs), for which access to DHS systems is needed. Exceptions are to be requested of and granted by the Component Head or designee, with concurrence from the DHS Office of Security and the DHS Chief Information Officer (CIO) or their designees.

Attached is the form to be used in requesting exceptions to the DHS policy. The form can be partially filled out electronically and saved as a Microsoft Word file; however, signatures on hard copies are required. The completed form should be submitted to the Component Head or the Component Head's designee for approval. For approved exceptions, the Component Head or designee must then obtain concurrence from the DHS Office of Security and the DHS CIO or their designees. The signed form should be filed in the employee's personnel file.



DHS IT Security Program Exceptions to Citizenship Requirement

Tracking Number: _____
(To be filled in by DHS staff)

Department of Homeland Security (DHS) policy requires that only government and contractor personnel who are citizens of the United States will be given access to DHS systems. Exceptions to this policy must be obtained for any non-U.S. citizens, including Foreign Service Nationals (FSNs), for whom access to DHS systems is needed. Exceptions are to be requested of and granted by the Component Head or designee with concurrence of the DHS Office of Security and the DHS Chief Information Officer (CIO) or their designees. The form to be used in requesting exceptions to the DHS policy is below. The form can be partially filled out electronically and saved as a Microsoft Word file; however, signatures on hard copies are required. The completed form should be submitted to the Component Head or designee for approval. For approved exceptions, the Component Head or designee must then obtain concurrence from the DHS Office of Security and the DHS CIO or their designees. The signed form should be filed in the employee's personnel file.

Date: _____
From (name): _____
Title: _____
Component: _____
Telephone number: _____
E-mail address: _____

An exception from DHS policy requiring that those with access to DHS systems be U.S. citizens is requested for the following employee:

Name of Employee: _____
Date of Birth: _____
Place of Birth: _____
Position: _____
Country of Citizenship: _____

Foreign Service National*?

*If checked, attach "Security Certification" issued in accordance with 3 FAM 7220

Justification for the exception request:

Submit completed form to the Component Head

Component Head (or Designee) Decision

My approval with the requested exception to the U.S. citizenship requirement for access to DHS systems:

Approve.

Disapprove.

Reason for disapproval: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____

DHS CIO

My concurrence with the requested exception to the U.S. citizenship requirement for access to DHS systems:

Concur.

Nonconcur.

Reason for nonconcurrence: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____

DHS Office of Security

My concurrence with the requested exception to the U.S. citizenship requirement for access to DHS systems:

Concur.

Nonconcur.

Reason for nonconcurrence: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____