

## Initial Security Briefing (SEC050)

As an individual with access to Sandia-controlled premises and other U.S. Department of Energy (DOE) facilities, you are responsible for helping to ensure the safety and security of this facility. This briefing provides a general overview of your responsibilities.

### Badge Responsibilities

- EVERYONE MUST WEAR A BADGE.
- Your badge is government property, return it when it is no longer needed.
- Wear your badge at all times on site, above the waist, facing forward, in plain view.
- Do **not** use your badge to extend access to others.
- Do **not** wear or use the badge for identification purposes offsite.
- If your badge is lost, report within 24 hours to the Badge Office at 925-295-1358.
- If your badge is stolen, report immediately to
  - During work hours: the Badge Office at 925-294-1358.
  - After hours: Security at 925-294-2300.

### Access to the Facility

- Access to Sandia-controlled premises is administered through designated turnstiles, staffed gates, and/or badge readers.
- Do **not** attempt to enter "Limited" or more restricted areas without authorization.
- Uncleared individuals may only be escorted by DOE-cleared and badged U.S. citizens. Stay with your escort at all times. Foreign Nationals may not act as escorts.
- When required, Foreign Nationals may only be escorted by specifically designated cleared and badged U.S. citizens and only in and through areas listed on the approved Foreign National Request/Security Plan (FNR/SP).
- Everyone is subject to search. Security Police Officers perform random unannounced vehicle and package inspections.

### Protection of Classified and Sensitive Unclassified Information

- Access to classified and sensitive unclassified information is based strictly on Need to Know (NTK) and clearance levels.
- All classified and sensitive unclassified information must be properly marked and physically protected from unauthorized use.
- Report unprotected information immediately.

### Protection of Government and Sandia Property

- Sandia equipment, such as computers, phones and vehicles, is the property of the U.S. government. It is to be used for official business only.
- Misuse of government property is considered Waste, Fraud and Abuse and may be a punishable offense.
- Do **not** park in unauthorized areas (e.g. Reserved, Handicap, Security).
- Follow all posted speed limits. If not posted, the speed limit is 15 mph.

### Emergencies

- Report emergencies to 911 from the nearest Sandia landline telephone. If you are using a cell phone, call 925-294-2222.

### Prohibited and Controlled Articles

**CONTROLLED ARTICLES: Only government or Sandia-owned electronic devices are allowed in Limited Areas.** Personally owned electronic devices, including cell phones, mp3 players, non-government-owned computers and other portable electronic devices (PEDs) and associated media, are allowed only in Property Protection Areas (PPAs) and General Access Areas (GAAs). *Do not connect these devices to any Sandia equipment or use them to acquire audio or visual information on personnel or their activities without documented full knowledge or consent. Any audio or visual information acquired is subject to Sandia Review & Approval processes prior to leaving the site. Do not use these devices to acquire Sandia-controlled sensitive unclassified information.*

**PROHIBITED ARTICLES:** Alcohol or other intoxicants; illegal drugs and paraphernalia; and weapons, explosives, incendiary devices, and other dangerous instruments or materials likely to produce injury or damage to persons or property are **not** allowed anywhere on Sandia premises.

### Prompt Reporting

- Promptly notify your escort or manager of security concerns, especially any apparent failure to follow the above-stated security protocols.
- Incidents of Security Concern must be reported immediately. Contact the Security Incident Management Program (SIMP) Inquiry Official at 925-294-3238, Security at 925-294-2300 or the nearest Security Police Officer. **Do not provide details of the situation over the phone.**

*If in doubt, ask!*

For answers to Security-related questions...  
Dial 321 from any Sandia landline, or 505-844-1321 from any phone



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