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Safeguard Sandia

SECURITY INSIGHT FOR FACILITY SECURITY OFFICERS (FSOs)

Random Drug Testing

If you haven't already, you should be receiving correspondence from Sandia Procurement regarding the new drug-testing policy. Below is a summary of an article that was placed on the Contractor Website, under the "What's New" section.

Individuals who hold Q or L security clearances could soon be randomly selected for drug screening. This policy change is the result of a recent DOE decision to require random drug testing for all cleared positions that need access authorizations at DOE sites.

At least 50 percent of the cleared SNL population must be tested each year. Random selections will be made from the badge-holder database. The expanded requirement translates to, on average, testing an additional 30 people every work day, site-wide.

The Health, Benefits, and Employee Services (HBE) group at SNL will manage the random selection and testing process. The new requirements apply to all cleared Members of the Workforce and will take effect as soon as DOE directs Sandia to implement it, which could occur in the next few weeks.

WHY THE CHANGE?

A September 14, 2007, memorandum from Energy Secretary Samuel Bodman said that the Secretary had determined that all workers in positions that require security clearances are in Testing Designated Positions (TDPs) because they have the

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Coordinator's Corner

Security Awareness Team

Welcoming a New Year

Happy 2008! Calendar year 2007 was the “year of change” for many of us, especially here in New Mexico. Not only did we see personnel changes in the Badge Office, Clearance Office, OPSEC, and Awareness, we also saw the Personnel Security Department and FOCI Program move into a new building off Kirtland Air Force Base, and we received a requirement regarding

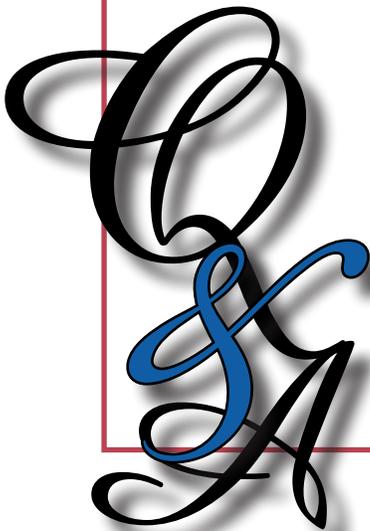
drug testing for acquiring and maintaining a clearance in December.

So what’s ahead in 2008? Well, so far we know that we will be issued a new badge, there will be a new process for acquiring badges, and Sandia will begin implementing the new drug testing policy. But remember, it is only January. As your Security Awareness Coordinator, I will strive to keep you informed throughout 2008, and I hope that you will keep us informed on how we can better assist you.

Fran Armijo

Security Awareness Coordinator

Continuity gives us roots; change gives us branches, letting us stretch and grow and reach new heights. ~Pauline R. Kezer



Question: *I was just informed by the Clearance Office that someone is responsible for signing the briefing verifications, specifically SF-4300-CRC, Completion Record for Contractor Administered Training, and SF-2900-STB, Security Termination Briefing. We’ve never signed them before.*

Answer: This omission was recently brought to our attention. Signatures are required when either form is used. However, remember that the Security Termination briefing form should only be used for extenuating circumstances, such as when the individual is hospitalized or ill and unable to view the video.

Random Drug Testing . . .

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potential to significantly affect the environment, public health and safety, or national security.

The TDP designation has, in the past, applied to positions in which a Member of the Workforce would, if impaired, pose a special risk. The DOE decision expands the TDP designation to anyone holding a clearance.

Los Alamos National Laboratory (LANL) has had a random drug-testing program in place for cleared workers since early 2007.

THE DRUG TESTING PROCESS

- Verbal notifications will be made to randomly selected, cleared Members of the Workforce during business hours.
- A selected individual must report to a collection facility within 2 hours of the time of notification.
- The verbal notification will include directions to the nearest designated collection facility. Such centers are being established at SNL/NM and SNL/CA. For other SNL sites, collection facilities are being established at nearby government or private medical facilities.
- Failure to report to an approved collection facility within 2 hours of notification, or refusal to provide a specimen, will result in measures equal to those for a positive drug test.
- If a notified Member of the Workforce has a valid, verified excuse for not being able to report for testing, his or her name will be returned to the random selection database. Excuses may include being on travel or vacation at the time of notification.

- Drugs for which screening is being performed include marijuana, cocaine, opiates, phencyclidine, and amphetamines. Note: Some prescription medications fall into these categories. However, illegally using prescription medications – including those of a spouse – will result in positive test results.
- If a lab result indicates the presence of drugs in a specimen, the clearance holder will have an opportunity to discuss the result with a Medical Review Officer (MRO). The MRO will determine whether the result is reported as either positive or negative.
- A Member of the Workforce whose result is confirmed as positive must immediately be removed from work duties.

KEY POINTS TO SHARE WITH YOUR STAFF

- A recent DOE decision requires random drug testing of all Members of the Workforce who hold Q or L clearances.
- This policy change is the result of a DOE determination that all Members of the Workforce with security clearances have the potential to significantly affect the environment, public health and safety, or national security.
- At least half of the cleared SNL population will be randomly selected and tested each year.
- Selection does not change the odds that someone will be selected in the future.
- Notifications to randomly selected individuals could begin as early as January 2008.
- Once notified, the individual will have 2 hours to report to the nearest collection facility and provide a urine specimen.
- Consequences of a verified-positive drug test may include termination.

Frequently Asked Questions Regarding the New Federal Credential

In the October issue of our newsletter there was an article regarding the new federal credentials (badges). Below we have provided some frequently asked questions that resulted from that news.

DO THE NEW BADGES EVER EXPIRE?

All credentials will have start and end dates and will be valid for 5 years. Subcontractors will have expiration dates associated with their contracts.

WHAT KIND OF INFORMATION WILL BE ENCODED ON THE NEW BADGE?

Your new badge will include electronic versions of the information that appears on the physical surface of the badge, such as your photo, along with other data, including biometric data like your fingerprints, as well as various security features (authentication keys).

WHERE DO I GET A NEW BADGE?

Specific information will be provided as it becomes available, but here is some preliminary information:

SNL/NM

Four credentialing centers are planned for Albuquerque, including two at SNL/NM.

SNL/CA

Lawrence Livermore National Laboratory (LLNL) is planning to host two credentialing centers for the Livermore area.

SNL/TTR

Although plans are still being developed, credentialing centers will be established in Southern Nevada, including one or more in the Las Vegas area.

Remote Sites

Plans for credentialing centers at Remote Sites are still being developed.

CAN THE NEW BADGE BE “HACKED” (I.E., ENCODED INFORMATION READ BY AN UNAUTHORIZED INDIVIDUAL)?

Because your new badge will be encrypted with redundant authentication keys, it will be “strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation” per FIPS 201, *Personal Identity Verification (PIV) for Federal Employees and Contractors*, which is the technical standard developed by the National Institute of Standards and Technology (NIST). Encoded security features are required to “aid in reducing counterfeiting, [be] resistant to tampering, and provide visual evidence of tampering attempts.” Examples of such features may include:

- Optical-varying structures
- Optical-varying inks
- Laser etching and engraving
- Holograms
- Holographic images
- Watermarks



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The Origin of “L” and “Q” Clearances

Adapted from a June 30, 2000, Sandia Lab News article by Steven Cunningham of the Rocky Flats site

The need for security clearances became an issue at the end of World War II, when the Manhattan Project was transferred to a new entity: the Atomic Energy Commission (AEC). Thousands of civilians were going to be hired and the newly drafted Atomic Energy Act of 1947 required controls regarding access to restricted data and nuclear materials.



Colonel Charles H. Banks, an intelligence officer under General Leslie Groves, proposed a formal security questionnaire to be used for all applicants. It asked relevant questions about loyalty, personal history, etc., from which the answers were used to determine a person's suitability for a security clearance. The questionnaire was called the Personnel Security Questionnaire or PSQ (as it was known until recently).

Because of the rush to hire people for the AEC, another of Groves' security officers at Los Alamos during the war, Thomas O. Jones, was hired to implement the Personnel Security

Program. Jones wrote a regulation that established three types of clearances based on the individual's need for access to restricted data. As was the trend of the day, single letters of the alphabet were used. Jones took the "PSQ" from the Personnel Security Questionnaire form and used those letters for the three levels. "P" was for personnel having no access to restricted data or security exclusion areas, "S" was for frequent visitors to AEC facilities who would not have access to restricted data, and "Q" was for those with access to restricted data and security exclusion areas.

It was the "Q" that required a full Federal Bureau of Investigation (FBI) background check. An interesting note is that the military implemented an "M" clearance for non-civilian personnel (e.g. military and government) who needed access to restricted data, and the AEC had the right to review "M" clearances to ensure that comparable standards were being used.

According to Earnest Wagner, the "L" designation was the invention of the U.S. Navy's Admiral Rickover. When the Naval Nuclear Propulsion Laboratory was added to the agency, Rickover did not want to have to comply with all requirements for the AEC "Q" authorization. Therefore, the "L" clearance – standing for limited access authorization – was adopted. It originally applied only to Naval Nuclear information classified as confidential for research and development purposes.

Today the "P" and "S" clearances no longer exist, although today's "L" probably comes close to the original "S" clearance.

SNL/NM

SECURITY CONTACTS

FUNCTION(S)	TELEPHONE #
HELP DESK FOR SAFEGUARDS & SECURITY	505-845-YESS 505-845-9377
BADGE OFFICE (ACCESS CONTROL/ESCORTING RESPONSIBILITIES) INFORMATION LINE	505-284-3103
CLEARANCE OFFICE (CLEARANCE REINVESTIGATIONS, CONSULTANTS/CLEARANCES/TERMINATIONS) INFORMATION LINE	505-284-3103
CORPORATE INVESTIGATIONS	505-845-9900
COUNTERINTELLIGENCE	505-844-4288 505-284-4894
FARA COORDINATOR (CSCS FORMS)	505-284-5136
FOREIGN OWNERSHIP CONTROL AND INFLUENCE	505-284-5679
FOREIGN TRAVEL HELP LINE	505-844-1300
FOREIGN VISITS & ASSIGNMENTS HELP LINE	505-844-8263
MARRIAGE REPORTS AND COHABITATIONS INFORMATION LINE	505-284-3103
OPERATIONS SECURITY (OPSEC)	505-844-2697
SECURITY AWARENESS COORDINATOR	505-284-2416 505-845-7776
SECURITY INCIDENT MANAGEMENT PROGRAM (SIMP) PAGER	505-540-2382
TECHNICAL SURVEILLANCE COUNTERMEASURES (TSCM)	505-844-7757

SNL/CA

SECURITY CONTACTS

FUNCTION(S)	TELEPHONE #
HELP DESK FOR SAFEGUARDS & SECURITY	505-845-YESS 505-845-9377
ACCESS CONTROL/ESCORTING RESPONSIBILITIES	925-294-3043 925-294-1358
CLASSIFICATION OFFICER	925-294-2202
CLASSIFIED MAIL/SHIPPING CHANNELS	925-294-2980
CLASSIFIED MATTER PROTECTION & CONTROL	925-294-3160
CLEARANCE GRANTS/REINVESTIGATIONS/ UPGRADES/DOWNGRADES	925-294-2061
CLEARANCE TERMINATIONS	925-294-2243
CORPORATE INVESTIGATIONS	925-294-2531
COUNTERINTELLIGENCE	925-294-6199
DEROGATORY REPORTING	925-294-2061 925-294-3043
FOREIGN OWNERSHIP, CONTROL, OR INFLUENCE & FARA COORDINATOR (CSCS FORMS)	925-294-2243
FOREIGN TRAVEL	505-844-1300 505-845-8488
FOREIGN VISITS & ASSIGNMENTS	925-294-3042 925-294-3740
MARRIAGE REPORTS AND COHABITATIONS	925-294-2061
OPERATIONS SECURITY (OPSEC)	925-294-2454
PROTECTIVE FORCE	925-294-2300
SECURITY AWARENESS COORDINATOR	925-294-4649
SECURITY INCIDENT MANAGEMENT PROGRAM (SIMP)	925-294-3238 888-932-9710
TECHNICAL SURVEILLANCE COUNTERMEASURES (TSCM)	505-844-7757

Frequently Asked Questions Regarding the New Federal Credential . . .

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WHAT HAPPENS IF MY APPEARANCE CHANGES (E.G., I GROW A BEARD) OR IF MY NAME CHANGES? DOESN'T THE APPLICABLE DOE DIRECTIVE REQUIRE THAT I GET A NEW BADGE?

The requirements in this regard will remain the same. If your name changes or your appearance changes substantially, you will need to request a new federal credential. However, local management will determine whether it

is appropriate for you to continue using your current badge until a replacement is provided.

WHAT HAPPENS IF MY BADGE IS LOST OR STOLEN?

If your credential is lost or stolen, you will be required to report the circumstances and apply for a replacement credential. However, since a new credential will not be immediately available, you will be issued a site-specific badge until your replacement credential is provided.

The Importance of Protecting Classified Information

Have you heard about 10CFR824? If you have been reading your local newspapers, you may have come across an article discussing the fact that the University of California was fined \$2.8 million stemming from security problems discovered at LANL. The \$2.8 million fine is based on 10CFR824, *Procedural Rules for the Assessment of Civil Penalties for Classified*, published by DOE to implement Section 234B of the Atomic Energy Act of 1954. Section 234B stipulates that a contractor or subcontractor to DOE who violates any rule, regulation, or order relating to the safeguarding or security of Restricted Data, other classified information, or sensitive information will be subject to a civil penalty (fine) not to exceed \$100,000 per offense. Civil penalties are issued to emphasize the importance of following the requirements for protection of classified information and to deter future non-compliances. The rule does not include civil penalties relating to failure to protect other unclassified sensitive information.

Not following the security requirements regarding protection of classified information can put

Sandia, its subcontractors, and suppliers at risk for enforcement action and/or civil penalties. This includes the actual or potential loss, compromise, or unauthorized disclosure of classified information. There does not have to be an actual violation of a requirement to be considered for enforcement action with or without penalties.

Civil penalties can be assessed against the company that has the contract, not against individual employees. However, individual employees who knowingly and willfully violate security requirements related to classified information may be subject to criminal penalties under the Atomic Energy Act through the Department of Justice.

UNDERSTANDING YOUR RESPONSIBILITIES

- Take your self-assessments seriously.
- Report findings, observations, issues using established reporting processes.
- Understand the true cause of the non-compliance.
- Identify corrective actions that will prevent recurrence.
- Verify that corrective actions are effective and long-lasting.

2008 Holiday Schedule

January 2008						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2008						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2008						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2008						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2008						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2008						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2008						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2008						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2008						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2008						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2008						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2008						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SNL Holidays

January 1	New Year's Day	November 27	Thanksgiving Day
May 26	Memorial Day	December 25, 2008–	Winter Shutdown
July 4	Independence Day	January 2, 2009*	Energy Conservation Day
September 1	Labor Day		* Included in Shutdown

Prohibited Articles Reminder

It is easy to exploit any cell phone for audio eavesdropping, and it doesn't matter whether the cell phone is personal or official. The problem for nefarious eavesdroppers is not whether they can do it, but rather which of the millions of cell phones out there is worth their time and effort.

Sandia's policy of prohibiting personal cell phones inside tech areas serves to make personal phones uninteresting targets. It is not that the nefarious eavesdroppers could not do it, but it is just not worth their time and effort to target a phone that has a low probability on any given day of being inadvertently brought into a tech area where a classified or sensitive conversation might be overheard.

Because the Sandia policy makes a personal cell phone an uninteresting target, on those rare occasions that someone does inadvertently bring their personal cell phone into a tech area, it individually does not generally create a security risk. The Sandia Site Office recognizes this and has granted Sandia a variance to DOE regulations that require the issuance of a security infraction for each incidence of inadvertent introduction of a personal cell phone into a tech area.

We need to continue demonstrating due diligence by doing our very best to keep our personal cell phones out of the tech areas. If we consistently fail in that obligation, we make personal cell phones a more attractive target for those who covet our nation's secrets and we undermine the justification for the variance that SSO has granted. This is where we need your help.

Prevention is a matter of individual awareness and diligence. Please, think about things you might do personally to reduce the likelihood of inadvertently carrying a prohibited article into a tech area. For example, establish a ritual or a reminder such as a clothespin on your badge that has to be removed before you can swipe in through a turnstile. If each of us does a little bit, it can add up to a big difference.



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WE'RE ON THE WEB!

<http://www.sandia.gov/FSO/>

NEWSLETTER SUBMISSIONS

If your group or organization would like to provide content for this newsletter, please submit suggestions and articles either to Fran Armijo (fparmij@sandia.gov) or Dionne Hidalgo (dlhidal@sandia.gov). Because compiling such information is an ongoing process, submittals can be e-mailed to us at any time during the publication cycle.