Other Reporting Requirements

Incidents of Security Concern (aka Security Incidents)

Report immediately, but do not provide details over the phone.
NM: OOPS (311) and SIMP (505-283-7467)
CA: Security Connection (321) or SIMP (925-294-2600);
TTR: Central Alarm Station (702-295-8285)

Note: Contractors have added responsibility of reporting incidents to their Facility Security Officer (FSO).

°Waste, Fraud, & Abuse

Incidents of waste, fraud, abuse and criminal matters must be reported to Ethics Advisory and Investigative Services (505-845-9900) and other appropriate authorities (e.g., manager, security officials).

°Theft of Property

Any theft of Sandia or U.S. Government property must be reported immediately to Property Management (505-284-3265).

Note: All property that is considered stolen, lost, or missing must be reported regardless of value and regardless of whether it is considered controlled or uncontrolled property.

°Wrongdoing

Report incidents of wrongdoing to Ethics Advisory and Investigative Services (505-845-9900).

Note:
- Incidents of wrongdoing are not limited to circumstances listed in the previous table.
- You may also report directly to the Office of the Inspector General any information concerning wrongdoing by DOE employees, contractors, subcontractors, consultants, grantees, other recipients of DOE financial assistance, or their employees.

°Drug Use

Report incidents of illegal drugs in the workplace to Ethics Advisory and Investigative Services (505-845-9900). This includes, but is not limited to, trafficking in, selling, transferring, possessing, or using illegal drugs.

Note:
- Illegal drugs are prohibited on both Sandia-controlled premises and Kirtland Air Force Base property.
- The use of illegal drugs—or legal drugs in a manner that deviates from medical direction—is a serious offense and could result in termination of your clearance and your employment, as well as arrest.

°SNL/CA staff should also call the Security Operations Office (925-294-2975).

Managers’ Reporting Requirements

Managers are responsible for immediately reporting to Personnel Security (NM: 505-844-4493, CA: 925-294-1358) when an employee’s clearance is no longer required, employment is terminated, individual is on extended leave of 90 calendar days or more, or access authorization is not required for 90 calendar days or more. Ensure completed DOE F 5631.29, Security Termination Statement, and badges are immediately delivered to the Clearance Office.

TTR & REMOTE SITES REPORT TO SNL/NM UNLESS OTHERWISE INDICATED.

Sandia National Laboratories
SAND2009-0424P

Sandia is a multiprogram laboratory operated by Sandia Corporation, a Lockheed Martin Company, for the United States Department of Energy’s National Nuclear Security Administration under contract DE-AC04-94AL85000.

DOE and Sandia Reporting Requirements

What You Need to Know About Your Reporting Responsibilities

"Employees are encouraged and expected to report any information that raises doubts as to whether another employee’s continued eligibility for access to classified information is clearly consistent with the national security."

—Executive Order 12968, Access to Classified Information

Revised: December 2, 2015
### Concerns of Personnel Security Interest

<table>
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<tr>
<th>General Remarks</th>
<th>Report to...</th>
<th>By this date...</th>
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<tbody>
<tr>
<td>Are approached or contacted by ANY individual seeking unauthorized access to classified matter or special nuclear material (SNM).</td>
<td>NM—Counterintelligence (505-284-3878) or SIMP pager (505-283-7467) CA—Counterintelligence (925-294-1362), Security (925-294-2300), or SIMP (321 or 925-294-2600)</td>
<td>Immediately.</td>
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<tr>
<td>Are aware of information about other Members of the Workforce that raises concerns of personnel security interest. Note: Such information must be reliable and relevant, and create a question as to the individual’s access authorization eligibility.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061)</td>
<td>Immediately.</td>
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### Legal Issues

| File for bankruptcy, regardless of whether it is for personal or business-related reasons. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and In writing within the next 3 work days. |
| Have your wages garnished for ANY reason. Examples: divorce, debts, child support. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and In writing within the next 3 work days. |

### Citizenship

| Have legal action resulting in a name change. | Personnel Security Info Line (505-284-3103) | Orally within 2 work days of occurrence, and In writing within the next 3 work days (via SF 2730-NCB). |
| Marry or cohabitate with a person. | Personnel Security Info Line (505-284-3103) | In writing within 45 days of marriage or cohabitation (via DOE F 5631.34). |

### Life Circumstances

| Have business-related travel to a sensitive or non-sensitive country. | NM and CA—Int’l Travel Help Line (505-845-1300) CA—Also call Counterintelligence (925-294-1362) | 37 days prior to travel. |
| Are arrested; subject to criminal charges (including charges that are dismissed); receive citations, tickets, or summonses; or are detained by federal, state, or other law-enforcement authorities for violations of the law within or outside of the U.S. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and In writing within the next 3 work days. |

### Foreign Travel

| Have personal foreign travel to sensitive country. Note: While not required to report travel to a non-sensitive country, you should keep a personal record of personal foreign travel for future clearance (re)investigations. | NM—International SOS (ISOS) or Counterintelligence (505-284-3878) CA—Counterintelligence (925-294-1362) | Prior to travel or as soon as practicable. |

### Related Sandia Remarks

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<tr>
<td>Foreign Interaction</td>
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<tr>
<td>Have substantive contact with any foreign national.</td>
<td>NM—Counterintelligence (505-284-3878) CA—Counterintelligence (925-294-1362)</td>
<td>Immediately through: Foreign National Interaction System website</td>
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<tr>
<td>Foreign Travel</td>
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<tr>
<td>Rqmts Concerns of Personnel Security Interest</td>
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* You are required to report these items to the Sandia organizations listed, but you have the option of also reporting them directly to DOE Personnel Security.