## Other Reporting Requirements

| Incidents of Security Concern; i.e., Security Incidents | Report immediately, but **do not provide details over the phone.**  
**NM:** Sandia 311 and SIMP (505-283-7467)  
**CA:** Security Connection (321) or SIMP (925-294-2600);  
**TTR:** Central Alarm Station (702-295-8285)  
**Note:** Contractors must also report incidents to their Facility Security Officers. |
| Waste, Fraud, & Abuse (WFA) | Report incidents of WFA and criminal matters to Ethics Advisory & Investigative Services (505-845-9900) and other appropriate authorities (e.g., manager, security officials). Alternatively, for WFA incidents, you may email the Office of Inspector General directly, or call 800-541-1625.  
**NM:** Sandia 311 and SIMP (505-283-7467)  
**CA:** Security Connection (321) or SIMP (925-294-2600);  
**TTR:** Central Alarm Station (702-295-8285)  
**Note:** Contractors must also report incidents to their Facility Security Officers. |
| Suspect/Counterfeit Items | Upon discovery of any suspect or counterfeit item, report the circumstances or submit questions to sqasci@sandia.gov, or through the webpage at counterfeit.sandia.gov. |
| Theft of Property | Immediately report any theft of Sandia or U.S. Government property to Property Management (loststolen@sandia.gov).  
**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: 505-845-9900.  
**Note:**  
• Incidents of wrongdoing are not limited to items listed elsewhere herein.  
• 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: 505-845-9900. This includes 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. |

## Managers

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 DOE F 5631.29, *Security Termination Statement*, and badges are immediately delivered to the Clearance Office.

## TTR & Remote Sites Personnel

Report to SNL/NM, unless otherwise indicated.

## SCI- and SAP-Briefed Personnel

Contact the appropriate Special Security Officer or Program Security Officer for guidance regarding program-specific reporting requirements.

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"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*
## Concerns of Personnel Security Interest

<table>
<thead>
<tr>
<th>If you...</th>
<th>Report to...</th>
<th>By this date...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person’s security clearance has been suspended, revoked, or terminated</td>
<td><strong>Note:</strong> This section discusses the clearance process and its implications.</td>
<td></td>
</tr>
<tr>
<td>A person is 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)</td>
<td>Immediately.</td>
</tr>
<tr>
<td>are aware of information about other Members of the Workforce that raises concerns of personnel security interest.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900)</td>
<td>Immediately.</td>
</tr>
<tr>
<td>Note: Such information must be reliable and relevant, and create a question as to the individual’s access authorization eligibility.</td>
<td>CA—Clearance Processing (925-294-2061)</td>
<td></td>
</tr>
<tr>
<td>* 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.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900) or SIMP pager (505-283-7467)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Have legal action resulting in a name change.</td>
<td>NM—Personnel Security Info Line (505-284-3103) or SIMP pager (505-283-7467)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Have sufficient contact with any individual who lives with the individual in a spouse-like relationship or with a similar bond of affection or obligation, but is not the individual’s legal spouse, child, or other relative</td>
<td>Personnel Security Info Line (505-284-3103)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Are treated for drug or alcohol abuse.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Use any illegal drug or a legal drug in a manner that deviates from approved medical direction.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Have legal action resulting in a name change.</td>
<td>NM—Personnel Security Info Line (505-284-3103)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Are treated for drug or alcohol abuse.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900)</td>
<td>Orally within 2 work days of occurrence, and In writing within the next 3 work days.</td>
</tr>
<tr>
<td>* Have substantial contact with any foreign national.</td>
<td>NM—Counterintelligence (505-284-3878) or SIMP pager (505-283-7467)</td>
<td>Immediately through: Foreign National Interaction System website</td>
</tr>
<tr>
<td>* Are employed by, represent, or have other business-related associations with a foreign or foreign-owned interest, or with a non-U.S. citizen or other individual who is both a U.S. citizen and a citizen of a foreign country.</td>
<td>NM—Counterintelligence (505-284-3878)</td>
<td>Immediately through: Foreign National Interaction System website</td>
</tr>
<tr>
<td>* Have an immediate family member who assumes residence in a sensitive country, and when that living situation changes; e.g., your family member returns to the U.S. or moves to another country, sensitive or non-sensitive. (See list of sensitive countries at the International Travel Office website.)</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900)</td>
<td>Immediately.</td>
</tr>
</tbody>
</table>

* Although every circumstance cited above must be reported, asterisked items may be reported directly to DOE Personnel Security rather than the listed SNL organization.