

## Other Reporting Requirements

Incidents of Security Concern (aka Security Incidents)	Report immediately, but <b>do not provide details over the phone</b> . NM: OOPS (311) <u>and</u> SIMP (505-283-7467) CA: Security Connection (321) <u>or</u> SIMP (925-294-2600); TTR: Central Alarm Station (702-295-8285) <b>Note:</b> 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). <b>Note:</b> 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). <b>Note:</b> <ul style="list-style-type: none"> <li>Incidents of wrongdoing are not limited to circumstances listed in the previous table.</li> <li>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.</li> </ul>
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. <b>Note:</b> <ul style="list-style-type: none"> <li>Illegal drugs are prohibited on both Sandia-controlled premises and Kirtland Air Force Base property.</li> <li>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.</li> </ul>

## 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 completed 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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# DOE and Sandia Reporting Requirements

## *What You Need to Know About Your Reporting Responsibilities*



**Revised: July 7, 2016**

*"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*

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# Concerns of Personnel Security Interest

	If you...	Report to...	By this date...
General Rqmts	Are approached or contacted by ANY individual seeking unauthorized access to classified matter or special nuclear material (SNM).	NM—Counterintelligence (505-284-3878) or SIMP pager (505-283-7467) CA—Counterintelligence (925-294-1362) or SIMP (321 or 925-294-2600)	<b>Immediately.</b>
	Are aware of information about other Members of the Workforce that raises concerns of personnel security interest. <b>Note:</b> Such information must be reliable and relevant, and create a question as to the individual's access authorization eligibility.	NM—Ethics Advisory and Investigative Services (505-845-9900) CA— Clearance Processing (925-294-2061)	<b>Immediately.</b>
Legal Issues	*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. <b>Note:</b> <i>Traffic citations/tickets/fines are reportable only if they exceed \$300 and only when the fine is assessed, unless drugs or alcohol were involved. (Assessed means you agree to pay or you go to court and the court's ruling equals a fine above \$300. Court fees or other administrative costs associated with the traffic citation/ticket/fine should not be added to the final assessed amount.)</i>	NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days.
	*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)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days.
	*Have your wages garnished for <b>ANY</b> reason. <i>Examples: divorce, debts, child support.</i>	NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days.
Citizen-ship	*Change citizenship or acquire dual citizenship.	NM—Personnel Security Info Line (505-284-3103) CA— Clearance Processing (925-294-2061)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days.
	*Are a foreign citizen who changes citizenship.	NM—Foreign Interactions (505-844-8263) CA—Foreign Interactions (925-294-2061)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days.
Life Circumstances	*Have legal action resulting in a name change.	Personnel Security Info Line (505-284-3103)	<b>Orally</b> within 2 work days of occurrence, and <b>In writing</b> within the next 3 work days (via SF 2730-NCB).
	Marry or cohabit with a person. <b>Note:</b> <i>A cohabitant is a person 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 (in-laws, mother, father, brother, sister, etc.).</i>	Personnel Security Info Line (505-284-3103)	<b>In writing</b> within 45 days of marriage or cohabitation (via DOE F 5631.34).
	*Are hospitalized for mental health 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.
	*Are treated for drug or alcohol abuse.	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.
	*Use an illegal drug or a legal drug in a manner that deviates from approved medical direction.	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.
	No longer require your clearance, terminate employment, are on extended leave of 90 calendar days or more, or access authorization isn't req'd for 90 calendar days or more.	NM—Personnel Security Info Line (505-284-3103) CA—Clearance Processing (925-294-2061)	<b>Immediately</b> and follow up by providing completed DOE F 5631.29.
Foreign Travel	Have <b>personal</b> foreign travel to a <b>sensitive</b> country. <b>Note:</b> <i>Although you are not required to report travel to a <b>non-sensitive</b> country, you should keep a personal record of personal foreign travel for future clearance (re)investigations.</i>	NM—Counterintelligence (505-284-3878) CA—Counterintelligence (925-294-1362)	Prior to travel or as soon as practicable.
Foreign Interaction	Have substantive contact with <b>any</b> foreign national. <b>Note:</b> <i>"Substantive contact" refers to a personal or professional relationship that is enduring and involves substantial sharing of personal information and/or the formation of emotional bonds (does not include family members). At SNL, substantive contact includes associations that involve meeting and the sharing of SNL business information.</i>	NM—Counterintelligence (505-284-3878) CA—Counterintelligence (925-294-1362)	<b>Immediately</b> through: <a href="#">Foreign National Interaction System website</a>
	*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.	NM—Counterintelligence (505-284-3878) CA—Counterintelligence (925-294-1362)	<b>Immediately</b> through: <a href="#">Foreign National Interaction System website</a>
	*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 <a href="#">International Travel Office website</a> .)	NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Personnel Security (925-294-2061)	<b>Immediately.</b>

\* 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.