

IF YOU	REPORT TO	BY THIS DATE
<p>* Are arrested, subject to criminal charges (including charges that are dismissed), or are detained by federal, state, or other law enforcement authorities for violations of the law within or outside of the U.S. Traffic violations for which only a fine of \$250 or less was imposed do not have to be reported, unless the traffic violations were drug or alcohol related.</p> <p>Note: With traffic violations, it is your responsibility to verify within the 2 allotted days if fine will be greater than \$250. If court date is beyond 2 days of issuance of citation and no fine amount is listed on citation, then you will only be able to ask the courts what the maximum potential fine could be as actual fine may not be determined until you go to court and judge has ruled on amount.</p> <p>* File for bankruptcy, regardless of whether it is for personal or business-related reasons.</p> <p>* Have your wages garnisheed for ANY reason. <i>Examples: divorce, debts, child support</i></p>	<p>(NM) Corporate Investigations (505-845-9900) (CA) Clearance Processing (925-294-2061)</p>	<p>-Orally, within 2 working days of occurrence. -In writing, within the next 3 working days.</p>
<p>* Are a current U.S. citizen who changes citizenship, or who is acquiring dual citizenship.</p>	<p>(NM) Personnel Security Info Line (505-284-3103) (CA) Personal Security (925-294-1358) (TTR) Personnel Security (702-295-8336)</p>	<p>-Orally, within 2 working days of occurrence. -In writing, within the next 3 working days.</p>
<p>* Are a foreign citizen who changes citizenship.</p>	<p>(NM) Foreign Interactions (505-844-8263) (CA) Foreign Interactions (925-294-3042) (TTR) Personnel Security (702-295-8336)</p>	<p>-Orally, within 2 working days of occurrence. -In writing, within the next 3 working days.</p>
<p>* Have a name change.</p>	<p>(NM) Personnel Security Info Line (505-284-3103) (CA) Personal Security (925-294-1358) (TTR) Personnel Security (702-295-8336)</p>	<p>-Orally, within 2 working days of occurrence. -In writing, within the next 3 working days (using SF2730-NCB, Name Change Request for Badge Office & Staffing).</p>
<p>Marry or cohabit with a person in a spouse-like relationship.</p>	<p>(NM) Personnel Security Info Line (505-284-3103) (CA) Clearance Processing (925-294-2061) (TTR) Personal Security (702-295-8336)</p>	<p>In writing, within 45 days of marriage or cohabitation (using DOE Form 5631.34, Data Report on Spouse).</p>
<p>No longer require your clearance, terminate your employment, are on extended leave of 90 consecutive working days, or your access authorization is no longer required for 90 consecutive working days.</p>	<p>(NM) Personnel Security Info Line (505-844-4493) (CA) Clearance Processing (925-294-2061) (TTR) Personnel Security (702-295-8336)</p>	<p>Immediately report – follow up on call by providing completed DOE F 5631.29, Security Termination Statement, and badge.</p>
<p>Are approached or contacted by ANY individual seeking unauthorized access to classified matter or special nuclear materials.</p>	<p>(NM) Counterintelligence (505-284-4760) or SIMP pager (505-540-2382) (CA) Counterintelligence (925-294-1362), Security (925-294-2300), or SIMP pager (1-888-932-9710) (TTR) Personnel Security (702-295-8336)</p>	<p>Immediately.</p>
<p>* Are hospitalized for mental illness, or treated for drug or alcohol abuse.</p>	<p>(NM) Corporate Investigations (505-845-9900) (CA) Clearance Processing (925-294-2061)</p>	<p>-Orally, within 2 working days of occurrence. -In writing, within the next 3 working days.</p>
<p>-Have business-related travel to sensitive country. -Have business-related travel to a non-sensitive country. -Have personal foreign travel to sensitive country. Note: While you are not required to report personal foreign travel to non-sensitive country, you should keep a personal record of such travel for future clearance (re)investigations.</p>	<p>NM & CA call the International Travel Help Line (505-845-1300), and CA should also call Counterintelligence (925-294-1362)</p>	<p>-37 days prior to travel. -37 days prior to travel. -Prior to travel or as soon as practical.</p>
<p>Report all substantive contacts with any foreign national. Report each foreign national one time. Report every time you have a face-to-face meeting with a foreign national where SNL business is conducted. Contact: a substantive professional or personal relationship other than family members. Substantive: a relationship that is enduring, involves substantial sharing of personal information and/or the formation of emotional bonds.</p>	<p>(NM) Counterintelligence (505-284-4760), or Corporate Investigations (505-845-9900) (CA) Counterintelligence (925-294-1362)</p>	<p>Immediately.</p>
<p>* Are employed by, represent, or have other business-related associations with a non-sensitive foreign or foreign-owned interest or foreign national.</p>	<p>(NM) Corporate Investigations (505-845-9900) (CA) Counterintelligence (925-294-1362)</p>	<p>Immediately.</p>
<p>Are aware of information of personnel security interest. Note: Such information must be characterized as reliable and relevant and create a question as to the individual's access authorization eligibility as described in 10CFR710.8, <i>Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material.</i></p>	<p>(NM) Corporate Investigations (505-845-9900) (CA) Security Operations Office (925-294-2531)</p>	<p>Immediately.</p>

* **You are not precluded from reporting this information directly to the DOE Personnel Security Department.**

Other DOE Reporting Requirements	
Incidents of Security Concern	Immediately – DO NOT PROVIDE DETAILS OF INCIDENT OVER THE PHONE. (NM) OOPS (311), and SIMP (540-2382); (CA) SIMP (925-294-3238); (TTR) Central Alarm Station (702-295-8285)
*Waste, Fraud, & Abuse	Incidents of waste, fraud, abuse and criminal matters shall be reported to Corporate Investigations (NM 505-845-9900) and other appropriate authorities (e.g., manager, employee concerns office, security officials).
*Theft of Property	-Any theft of Sandia or U.S. Government property shall be reported immediately to Corporate Investigations (NM 505-845-9900). -All property that is considered stolen, lost, or missing shall be reported regardless of value and regardless of whether it is considered controlled or uncontrolled property.
*Wrongdoing	-In addition to the circumstances listed in the previous table, employees, contractors, and consultants shall report incidents of wrongdoing to: <ul style="list-style-type: none"> • SNL/NM contacts listed in the previous table. • SNL Corporate Investigations (NM 505-845-9900). -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.
*Drugs in the Workplace	-Illegal drugs are prohibited on both Sandia-controlled premises and Kirtland Air Force Base property. -Individuals who illegally used or trafficked in a controlled substance may be asked to sign a drug certification form attesting to having to refrain from using or being involved with illegal drugs while employed in a position requiring a security clearance. -The use of illegal drugs is a serious offense and could result in termination of your clearance and, eventually, your employment, as well as arrest. -Incidents of illegal drugs in the workplace shall be reported to Corporate Investigations (NM 505-845-9900). This includes, but is not limited to, trafficking in, selling, transferring, possessing, or using illegal drugs.

* For these "Other DOE Reporting Requirements," California Members of the Workforce should call the Security Operations Office (925-294-2531).

Managers' Reporting Requirements

In compliance with Sandia Business Rule CPR400.3.7, *Reporting Personnel Security Information, Incidents of Security Concern; and Waste, Fraud, and Abuse*, and DOE Manual 470.4-5, *Personnel Security*, all managers aware of the following conditions affecting an applicant's or employee's access authorization status, shall provide notification of:

- An individual's hospitalization or other treatment for a mental illness or other condition (e.g., substance abuse) that may cause a significant defect in the individual's judgment or reliability. Verbal notification must be made within 8 working hours and written confirmation within the next 10 working days to:
 - (NM) Corporate Investigations (505-845-9900)
 - (CA) Personnel Security (925-294-2061)
- Information of personnel security interest. Such information must be characterized as reliable and relevant and create a question as to an individual's access authorization eligibility as described in 10CFR710.8, *Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material*. Immediately report this information to:
 - (NM) Corporate Investigations (505-845-9900)
 - (CA) Security Operations Office (925-294-2531)

In addition, managers are responsible for immediately reporting to Personnel Security (NM 505-844-4493, CA 925-294-2061) when an employee's clearance is no longer required, employment is terminated, individual is on extended leave of 90 consecutive working days, or access authorization is not required for 90 consecutive working days. Ensure completed DOE F 5631.29, Security Termination Statement, and badge are immediately delivered to the Clearance Office.

REMOTE SITES REPORT TO SNL/NM UNLESS OTHERWISE INDICATED.

DOE Reporting Requirements

"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*



What you need to know about your reporting responsibilities...



Sandia National Laboratories

SAND2009-0424P

Revised January 19, 2009



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.