

Sandia National Laboratories/New Mexico and Remote Sites Initial Security Briefing (SEC050)

As an individual with access to Sandia-controlled premises and other U.S. Department of Energy (DOE) facilities, you are critical to ensuring a safe, secure workplace.

This briefing provides an overview of your responsibilities.

Badge Requirements/Responsibilities

- Understand and follow Sandia controlled premises badge requirements.
- Your badge is government property; return it when your employment is terminated, security clearance status changes, or it is no longer needed.
- Wear your badge at all times, above your waist and in front of your body.
- Do not use your badge as means of identification for unofficial purposes.
- If your badge is lost or stolen: report 24/7/365 to Security Connection @ 321 from a Sandia phone, or 505-845-1321.

Sandia-Controlled Premises Access

- If you are being escorted - remain with your escort at all times when in a Limited or more restricted area.
- Uncleared individuals may only be escorted by appropriately cleared and badged U.S. citizens who are familiar with Sandia safety and security-related corporate procedures that apply to the areas being accessed.
- Uncleared foreign nationals may only be escorted by appropriately badged Sandia employees who are U.S. citizens and are identified as escorts on the Foreign National Request Security Plan (FNRSP).
- Uncleared foreign nationals may only access areas listed on the approved FNR/SP.

Classified and Unclassified Controlled Information Protection

- Access to classified matter is restricted to persons with an access authorization (security clearance) and a “need to know”.
- All classified documents must be clearly identified on the outside and require special handling and protection. You can identify classified documents by the cover sheets shown here. All documents should be marked clearly on the top and bottom of each page. See Corporate Policy (CP) Identify Classified Information: [ISS100.1.1](#)
- Unclassified Controlled Information (UCI), which includes Official Use Only (OUO) and Unclassified Controlled Nuclear Information (UCNI) access is given to a person who needs it to perform his/her duties (need to know) and must be properly marked, stored, and protected. Access to UCI does not require a clearance. See CP Identify and Protect Unclassified Information: [IM100.2.5](#)
- Personally Identifiable Information (PII) should always be protected and limited to official business. See CP Control Personally Identifiable Information: [IM100.2.6](#)



Government or Sandia Property Protection

- Misuse of Sandia or Government-owned equipment (computers and vehicles) is considered “waste, fraud, and abuse” and may be a punishable offense.
- Individuals are subject to search. This includes unannounced package and vehicle inspections.
- Do not park in unauthorized areas (e.g., Reserved, Handicap, Security).
- Follow all posted speed limits (if not posted, the speed limit is 15 mph).
- Smoking is not allowed on Sandia-controlled premises.

Controlled and Prohibited Articles

CONTROLLED ARTICLES: Portable electronic devices (PEDs); cellular phones, MP3 players, heart rate monitors, USB drives, etc., are strictly regulated because of their potential to be used to record, store, or transmit information. PEDs (Sandia or non-government owned) are not allowed in higher security areas. (Closed Areas, SAPFs or SCIFs). For additional guidance, refer to ISS100.5.1, Manage Controlled and Prohibited Articles.

PROHIBITED ARTICLES: Alcohol or other intoxicants; illegal drugs and paraphernalia; weapons, explosives, incendiary devices, and other dangerous instruments or materials likely to produce injury or damage to persons or property are not allowed anywhere on Sandia controlled premises. For additional guidance, refer to ISS100.5.1, Manage Controlled and Prohibited Articles.

Reporting Incidents of Security Concern

- If you **See Something, Say Something!** Promptly notify your escort or manager of security concerns (attempts to gain unauthorized access to the facility or to classified information or matter).
- Report lost or unprotected classified or unclassified information immediately to Security Connection @ 321 from a Sandia phone or 505-845-1321
- All matters of security concerns can also be reported 24/7/365 to Security Connection @ 321 from a Sandia phone or 505-845-1321.

In Case of an Emergency

- Report emergencies to 911 from a Sandia phone or 505-844-0911.
- Report non-emergencies to 311 from a Sandia phone or 505-844-0311/845-0311

Security &
Think.
Assess.
Protect. **YOU**



Mission and Program Areas of Sandia National Laboratories

Sandia National Laboratories unique mission responsibilities in the nuclear weapons (NW) program create a foundation from which we leverage capabilities, enabling us to solve complex national security problems.

As a multidisciplinary national laboratory and federally funded research and development center (FFRDC), Sandia accomplishes tasks that are integral to the mission and operation of our sponsoring agencies by

- anticipating and resolving emerging national security challenges
- innovating and discovering new technologies to strengthen the nation's technological superiority
- creating value through products and services that solve important national security challenges
- informing the national debate where technology policy is critical to preserving security and freedom throughout our world

Major program areas include defense, nonproliferation, climate, infrastructure, homeland security, counter-terrorism, cybersecurity, and nuclear weapons.

Security and Emergency Management Program Responsibilities

The Security and Emergency Management Program is responsible for access control, physical protections, information protection, protective force, education and awareness, security incident management, classification, classified matter protection and control, operations security, international travel and risk management, and emergency management.

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.