



Personnel Security News Brief

THE NATIONAL NUCLEAR SECURITY ADMINISTRATION

(NNSA) Personnel Security Department has seen an increased number of cases where individuals are using prescription drugs that are not prescribed to them. This creates a security concern since it is illegal to share or accept prescription drugs from another individual—even once. In short, don't use other people's prescription medications and don't share yours. It is also a security concern when an individual who is prescribed a medication arbitrarily stops taking or increases/decreases dosages without receiving their doctor's permission. The Food and Drug Administration also warns that prescription drugs can be dangerous or even lethal when taken without a prescription.

SECURITY CLEARANCE ELIGIBILITY

Federal agencies are now prohibited from granting or renewing a security clearance for a person who is an unlawful user of a controlled substance or an addict, as defined in Section 102(1) of the Controlled Substances Act (21 U.S.C. 802). Without an express written waiver, federal agencies also may not grant or renew a security clearance for a person who:

- Has been convicted in any court of the United States of a crime, sentenced to imprisonment for a term exceeding 1 year, and was incarcerated as a result of that sentence for no less than 1 year.
- Has been discharged or dismissed from the Armed Forces under dishonorable conditions.
- Is determined to be mentally incompetent based on an evaluation by a duly qualified mental health professional or by means

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Safeguards and Security
Sandia National Laboratories

INSIDE THIS ISSUE:



Photo by Dominic Ruiz

"AWARENESS IS THE KEY," WAS THE THEME OF THE 2008 ANNUAL FSO CONFERENCE HELD AUGUST 21 AT THE HOTEL ALBUQUERQUE IN OLD TOWN.

What's New

FSO Contractor

Toolcart

www.sandia.gov/fso

Since our conference last month, we have placed all the presentations, including that of FBI Special Agent Jeanette Greene, on our website. We've also placed the drug testing frequently asked questions (FAQs) that Debra Menke of Sandia's Healthcare and Support Services talked about. Remember, if you have any ideas for improving our website, give us a call or send us an e-mail.

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otherwise approved by the government in accordance with the adjudicative guidelines.

DOE Headquarters is developing guidance regarding this amendment and will provide more information as it becomes available. Additional information regarding this new law and the waiver process can be found at http://bulk.resource.org/gpo.gov/record/2008/2008_H00173.pdf.



CHECK YOUR INFORMATION

All individuals applying for an initial security clearance are reminded to check and then double-check their responses, including dates, annotated on their SF-86, *Questionnaire for National Security Positions*. Failure to do so may lead to discrepancies that can delay clearance processing or eliminate your ability to obtain a security clearance. Don't let an unintentional mistake or a typographical error prolong or eliminate an employment opportunity. Also, be sure to use the "additional comments" section of the SF-86 to provide specific information when prompted. Remember, a signed SF-86 included with the submission of the electronic Questionnaire for Investigations Processing (e-QIP), certifies that the information you provided is true, complete, and correct to the best of your knowledge. ■



Coordinator's Corner security awareness team

Why We Care About the Termination Briefing and Termination Statement

DURING THIS YEAR'S FACILITY SECURITY OFFICERS'

Conference, Jennifer Romero and I spoke about the Security Termination Briefing and the Security Termination Statement. I'm sure some of you wondered, "why the duplication?" Well, primarily it's because DOE wants to ensure that we have reminded you of your continuing responsibility to protect classified information even after employment has been terminated or a clearance is no longer required. In other words, it's important to our national security, just as much as the initial, comprehensive, and annual refresher briefings are. Also, we are frequently audited to ensure that these items are completed in a timely manner.

Thank you,

Fran Armijo

Security Awareness Coordinator

SAFEGUARD SANDIA

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2008

Facility Security Officers' Conference

Answers to Your Questions From This Year's Event



Fran Armijo, Security Awareness Coordinator • Photos by Dominic Ruiz

THANK YOU FOR JOINING US AT THIS year's FSO Conference, and thank you for your questions. We thought we'd share some of the questions asked during the conference, and some that were submitted later. If we failed to answer your concerns, please write us at securityed@sandia.gov, and we'll answer them in the "What's New" section of our FSO website, <http://www.sandia.gov/FSO>.

QUESTIONS & ANSWERS

Q: IS A STRUCTURED COST-BENEFIT ANALYSIS THAT INCLUDES COSTS ASSOCIATED WITH EMPLOYEE TIME, COST TO MISSION, ADMINISTRATION, ETC. CONDUCTED PRIOR TO IMPLEMENTING NEW SECURITY PROCEDURES?

A: Sandia accounting does conduct a cost-benefit analysis based on solid accounting principles, and presents it to DOE.

Q: WHERE CAN I FIND AN UP-TO-DATE LIST OF SENSITIVE COUNTRIES?

A: The most current list can be found at www.sc.doe.gov/sc-80/security/security_doc/sensitive_terrorist_list.pdf

Q: WHERE CAN WE FIND ELECTRONIC COPIES OF THE PRESENTATIONS SO WE CAN USE THEM FOR INTERNAL TRAINING?

A: The 2008 FSO Conference presentations can be found on the Facility Security Officer Contractor Toolcart at www.sandia.gov/FSO

Q: IN THE INITIAL SECURITY BRIEFING (SEC050), WHY DOESN'T THE REPORTING INFORMATION RELATIVE TO MENTAL ILLNESS AGREE WITH THE INFORMATION IN THE REPORTING REQUIREMENTS MATRIX?

A: That video was created prior to the date the DOE manual was issued and changed that reporting requirement. We strongly advise everyone to keep up-to-date with reporting requirements by referring to the Reporting Requirements matrix found on the Facility Security Officer Contractor Toolcart webpage.

Q: HOW DOES A CONTRACT COMPANY KNOW WHICH CONTACT IS PRIMARY FOR REPORTING INFORMATION TO A DOE MANAGEMENT AND OPERATING (M&O) CONTRACTOR?

A: The M&O clearance requester is the primary contact. For instance, if your clearance was requested by Sandia, and you work for both Los Alamos and Sandia, it would be Sandia through whom you report.

Q: WHY AREN'T THERE TWO TRACKS FOR TRAINING FSOs—ONE FOR NEWER FSOs, AND ONE FOR FSOs WITH MORE EXPERIENCE THAT HAS MORE SPECIFIC INFORMATION?

A: We understand the need to train FSOs as quickly as possible and that some information may seem redundant to experienced FSOs. Unfortunately, resources play a significant part in our ability to provide the two tracks you mention. For that reason, we attempt to notify new FSOs of the availability of our FSO Contractor Toolcart. We welcome your input as to how we can continue to improve the current website for current and new FSOs alike.

Q: COULD A REGISTRATION OR RECEPTION THE NIGHT PRIOR TO THE FSO CONFERENCE BE HOSTED TO ALLOW FOR CONNECTING WITH EACH OTHER?

A: Getting someone other than Sandia to pay for such event would be difficult and at Sandia, as a DOE contractor, we are required to minimize costs at any and all events in which DOE funds are used. We can however, provide more time—perhaps an hour before the conference to allow you to connect with each other.

Q: ARE CONTRACTORS ALLOWED TO CARRY CELL PHONES ON-SITE, TURNED OFF? IF SO, WHERE?

A: Personal and company-owned cell phones are prohibited in limited areas (LAs). Many property protection areas (PPAs), for instance the Innovation Parkway Office Center (IPOC), allow personal or company-owned cell phones. However, there are even some PPAs that do not permit cell phones. When entering a PPA, check for signs regarding cell phone restrictions.

CREDENTIALS

Q: WILL KEY MANAGEMENT PERSONNEL (KMP) BE REQUIRED TO PARTICIPATE IN THE NEW CREDENTIAL PROCESS?

A: Only those who require a badge.

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1 Attendees heard presentations from a variety of subject matter experts in areas of safety and security. 2 Although this year's conference was limited to FSOs with five or more cleared employees at SNL, the conference saw a large turnout. 3 Registrants at the FSO Conference listen to a presentation by Brian Bielecki (Center 4200 Director). This year's conference was held at the Hotel Albuquerque. 4 The FSO Conference featured presentations of important information relevant to FSOs and points-of-contact from across SNL.

FSO Q&A

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Q: HOW WILL CONTRACTORS LOCATED OUTSIDE OF NEW MEXICO OR CALIFORNIA BE PROCESSED?

A: There are a number of credentialing centers available within the 50 states.

Q: WILL CONTRACTORS BE REIMBURSED FOR THEIR TRAVEL TO AND FROM AN ENROLLMENT CENTER?

A: Not at this time. It's best to review your contract to see if this type of activity is covered.



Q: HOW LONG DOES IT TAKE TO GET A NEW CREDENTIAL?

A: It takes 3 to 4 weeks from the time of enrollment.

Q: WHAT'S ON THE GOLD SQUARE ON THE HSPD-12 CREDENTIAL?

A: It's an encrypted contact chip that stores 64 Kb of data, including an individual's digital signature, fingerprints, and photograph, as well as a unique identifier.

Q: WHAT SHOULD CONTRACTORS USE AS GOVERNMENT IDENTIFICATION WHEN TRAVELING ON SANDIA-RELATED BUSINESS?

A: Sandia does not provide identification for subcontractors. If your reservations were made by Sandia through Travelocity, you should get an employee discount. Remember to review your contract with Sandia to determine how travel expenses and costs are determined.

DRUG TESTING

Q: WILL CONTRACTORS BE REIMBURSED FOR TIME TAKEN FOR TESTING?

A: No, not at this time.

Q: HOW WILL CONTRACTORS LOCATED OUTSIDE OF NEW MEXICO OR CALIFORNIA REPORT FOR TESTING?

A: There are multiple testing sites throughout the country.

Q: HOW WILL THE DRUG TESTING SELECTION NOTIFICATION BE MADE?

A: Verbally. Several attempts will be made, with a basic message informing the individual of the process.

Q: WHY USE A URINE TEST AS OPPOSED TO SALIVA OR HAIR SAMPLES?

A: Saliva is not as accurate; hair sampling is too expensive. For our purposes, the urine test is better, and less costly.

Q: WHAT IS THE REQUIRED RESPONSE TIME?

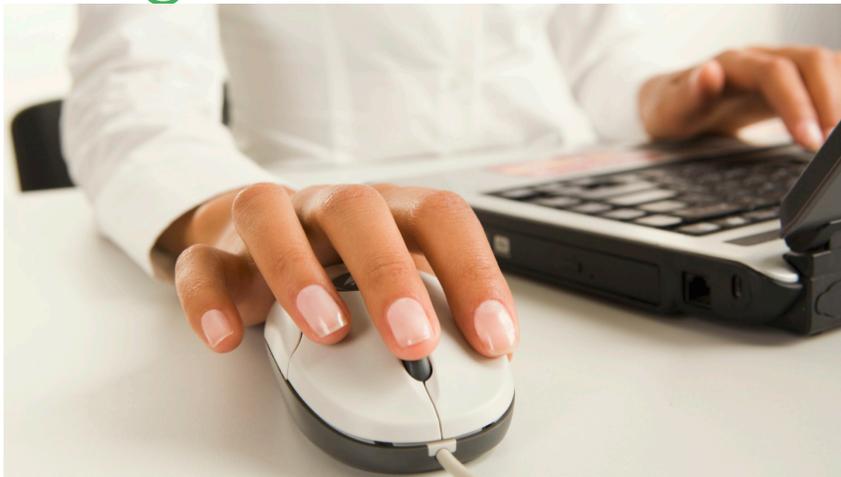
A: On-site personnel will be given one work day; off-site personnel will have 24 hours.

Q: WILL FSOs GET COPIES OF MY RESULTS?

A: No, only the Sandia Clearance Office and the individual will receive copies of the results. ■

5 Center 4200 Director Brian Bielecki delivers a presentation at the FSO Conference.

From the Desk of Margret Tibbetts



SEC100 Completion Records

EARLIER THIS MONTH THERE WAS A SITUATION IN WHICH a person waited until Friday afternoon to turn in a late Annual Security Refresher Briefing (SEC100) completion.

As you may already know, if an individual fails to complete the briefing by the required due date, that individual's badge is deactivated until at least 24 hours after the completion is entered into Sandia's corporate training database.

This individual had to work on Saturday and assumed that someone at Sandia would input the completion of the briefing in time for him to work that weekend. Unfortunately for this individual, that someone is usually me, but it was my Friday off. While we do have backups, circumstances on this day prevented the completion from being entered into the database in time to reactivate the badge.

Lessons learned: It's never a good idea to wait until the last minute to submit your completions, and Fridays are an especially bad day for submitting a completion record. I recommend that completions be submitted by 4:00 pm, Mondays through Thursdays, and by noon on Fridays.

Thank you,

Margret Tibbetts

SAFEGUARD SANDIA

Newsletter Submissions

If your group or organization would like to provide content for this newsletter, please submit suggestions and articles to Fran Armijo at fparmij@sandia.gov or Dionne Hidalgo at dlhidal@sandia.gov. Because compiling such information is an ongoing process, submittals can be e-mailed to us at any time during the publication cycle.

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Don't Forget

Personnel Security reporting processes

A reminder that "Name Change Request" (SF 2730-NCB) and "Data Report on Spouse/Cohabitation" (DOE F 5631.34) forms should be submitted to the New Mexico Clearance Office or California Visitor Control for processing to DOE. Do not forward either of those forms directly to DOE.