

Protecting Property

As a Member of the Workforce, you are responsible for protecting all government and Sandia-owned property assigned to you. Consult your OAA or property coordinator if you have any issue with property, especially if it is missing or needs to be sent to Reapplication.

Protecting Information

You are required to protect all information with which you are entrusted, including classified and unclassified controlled information (UCI). Among the applicable corporate procedures that you need to review are the several that comprise corporate processes ISS100.1, [Perform Classified Work](#), and IM100.2, [Manage and Protect Information](#). Within these procedures you will find requirements and guidance for marking, protecting, and working with various types of information. In all circumstances, though, consider the following basic rules:

- Protect information from inadvertent disclosure.
- Consider need to know (NTK) when sharing information, even with your co-workers.
- Think about vulnerabilities that may exist and work to avoid them.

You are the Key to Security

If you need to perform an activity that is outside your normal routine, review the related security procedures (ISS100 series in the Corporate Policy System). And remember that the corporate procedures take precedence over any conflicting requirements at websites, lower-level documents, etc.

If you have questions about security or need assistance with implementing your security requirements, you have many resources at your disposal, including the responsible subject matter experts (SMEs) identified in applicable security procedures. Likewise, your Division or Center S&S Coordinator can help. Ultimately, however, your manager is always available to provide guidance and to help you get answers.

SECURITY BASICS



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Reporting

Reporting requirements appear in Sandia's corporate procedure ISS100.3.1, [Report Personnel Security Information; Security Incidents; and Waste, Fraud, and Abuse](#). Within that procedure, is a link to a particularly useful pamphlet titled, *DOE and Sandia Reporting Requirements*. Be aware that some circumstances are not intuitively obvious as being reportable. For example, clearance-holders must report if they:

- Are arrested, detained, or otherwise subject to criminal charges (even if charges are dismissed).
Note: this includes traffic fines greater than \$250.
- Declare bankruptcy (business or personal).
- Are hospitalized for mental illness.
- Are treated for drug abuse
- Travel internationally.
- Have substantive contact with foreign nationals.
- Marry or cohabitate in a spouse-like relationship.

Badges

Badge-related requirements appear in ISS100.5.5, [Use, Control, and Protect Badges](#). Some basic rules include, but are not limited to:

- Wear badges above the waist, clearly visible, and face out at all times when in security areas.
- Never use a security badge for ID purposes when offsite.
- Report lost, stolen, or forgotten badges to the appropriate Badge Office.

Access Controls

Clearance holders must help ensure that access to security areas is effectively controlled. Specific requirements are contained in ISS100.5.3, [Control Site Access](#). That procedure includes details about various types of access, but the following points are particularly relevant to all individuals:

- When allow another badged individual into a security area (referred to as "vouching"), you assume full responsibility for any resultant consequences, such as security incidents caused by the other entrant.
- Before vouching, you should examine the other individual's badge to ensure all of the following:
 - It is a DOE-approved badge.
 - The badge photo matches the wearer.
 - The date on the badge (if any) has not expired.
 - The badge has not been tampered with or altered.
- To avoid assuming responsibility for another person when the circumstances seem suspicious or if the status of the individual's clearance is not known, you should direct the individual to a staffed gate, the Badge Office, or their SNL host (if applicable).

Escorting

Your escorting-related requirements appear in ISS100.5.3, [Control Site Access](#), and related procedures (as cited in ISS100.5.3). Some basic rules include, but are not limited to:

- Ensure that uncleared individuals are escorted at all times within limited or more restricted areas.
- Follow local procedures in property protection areas (PPAs); escorting may be required.
- Ensure escorted individuals wear their

DOE-approved badge while in security areas (includes PPAs).

- Maintain visual and verbal control of escorted individuals at all times within limited areas.

Note: Family and friends are not allowed in security areas except under unique circumstances and only with prior approval (e.g., Take Our Daughters and Sons to Work Day).

Prohibited and Controlled Articles

You are responsible for understanding and implementing the requirements associated with prohibited and controlled articles, which appear in ISS100.5.1, [Manage Controlled and Prohibited Articles](#).

- Prohibited articles include firearms, explosives, dangerous weapons, etc.
- Controlled articles include items that record or transmit information. Examples include cameras, iPods, cell phones, Blackberries, electronic picture frames, and wireless keyboards.

Note: Many controlled articles may be allowed into security areas only if they are government- or Sandia-owned devices. Typically, personally owned controlled articles will not be allowed, and definitely not without prior approval.

Remember to:

- Follow local procedures in PPAs.
- Pat yourself down, especially before entering a limited area, to ensure you aren't carrying controlled articles.