



Important Message

CELL PHONE USE ON KIRTLAND AFB

The Department of Defense prohibits the use of hand-held cell phones by drivers on military installations. The requirement is that when placing or answering cell-phone calls, drivers on Kirtland AFB must use a hands-free device, or park their vehicles. The same law is applicable to drivers using cell phones within Albuquerque city limits. Sandia's Traffic Safety Committee notes that using cell phones while driving makes you four times more likely to be involved in a crash.

Something to Think About

Did you know that e-mails traveling through the internet are not secure?

They pass through equipment that is inherently vulnerable to "eavesdropping"?

Be careful about the personal and business-related information you transmit via e-mail. Unauthorized access to the information you e-mail can result in problems, including accidental release of sensitive information, identity theft, and financial loss.



Safeguards and Security
Sandia National Laboratories

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FACILITY CLEARANCE PROGRAM NEW LOCATION

Don't Forget

To Replace a Faded or Damaged Badge:

DOE requires you to ensure that your badge adequately identifies you at all times. If your badge is damaged or faded, or if your appearance differs significantly from the picture on your badge, go to the Badge Office immediately, and ask that your badge be replaced. You will be issued an interim badge; it will take a while for you to receive a new Federal Credential.

Changes in the Facility Clearance Program



The Facility Clearance Program has had several recent changes, both in location and points of contact.

All the individuals in the program have moved from the Innovation Parkway Office Center (IPOC) to Mobile Office (MO) 308 on Kirtland AFB, on P Street, between 9th and 14th Street.

New points of contact are as follows:

- **Initial/New Security Activities:** krborns@sandia.gov; 505-284-4588
- **Extended/Terminated Security Activities:** lschard@sandia.gov; 505-284-2013
- **Foreign Ownership, Control or Influence (FOCI)/Individual Security Plans:** mheybor@sandia.gov; 505-844-3376
- **Classified Matter Channels:** jabusta@sandia.gov; 505-845-0428 OR: mchave7@sandia.gov; 505-284-5875
- **Work-for-Others Security Activities:** jcpache@sandia.gov; 505-284-0914

Annual Security Refresher Briefing

The updated Annual Security Refresher Briefing (SEC100) will be available early to mid February. Although you will receive additional notice prior to its release, S&S Awareness reminds you that the latest approved version is the one linked from the FSO Toolcart. Before referring to briefing content, or prior to providing company personnel with hardcopy of the briefing, always check out the FSO Toolcart (<http://www.sandia.gov/fso/index.htm>) to verify that you are using the latest version.

SAFEGUARD SANDIA

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Clearance Terminations

Clearance Termination is always a hot issue, and here are some reminders relative to clearance terminations:

- A clearance must be terminated when an individual
 - terminates employment.
 - is on leave of absence or extended leave and will not require access for at least 90 working days (excluding military service).
- You or a management official of your company should provide the individual with a Security Termination Briefing.
- Provide the Sandia Clearance Office with a signed Security Termination Statement within 2 days from the date of termination, or when you are aware that the individual no longer requires the clearance.
- The individual's badge should be returned immediately or with the Security Termination Statement.

Note: A copy of the Security Termination Statement and the required Security Termination Briefing (both the video and hard copy form) can be found on the FSO Toolcart (<http://sandia.gov/fso>).



Badge Office and Clearance Office Hours of Operation

Badge Office:

Monday, Tuesday, and Thursday – 7:15 a.m. to 4:00 p.m.
Wednesday – 7:15 a.m. to 2:30 p.m.
Friday – 7:15 a.m. to 3:00 p.m.

Clearance Office:

Monday, Tuesday, and Thursday – 8:00 a.m. to 4:00 p.m.
Wednesday – 8:00 a.m. to 2:30 p.m.
Friday – 8:00 a.m. to 3:00 p.m.

Both offices are open during the lunch hour all days of the week.

Please remember that Sandia delays or closures due to inclement weather or other unexpected events affect Sandia Badge Office and Clearance Office operations. Personnel will not be available to assist you during delays or closures.

QUESTIONS & ANSWERS

Q: We have Sandia Unclassified Controlled Information (UCI), both Official Use Only (OUO) and Unclassified Nuclear Control Information (UCNI). We are moving from our present location to a new site. We are having an external moving company do the moving. How should we protect UCI during the move?

A: OUO and UCNI must be protected at all times during transfer to a new site. The individual responsible for controlling this information should not lose contact with the information, and it must be locked in a container once it arrives at its new location.

Background Investigations Being Hindered by Credit Freezes



In today's world, many of us have determined that we need to protect ourselves from the newest form of predator—the identity thief. One of the easiest ways to do this is to place administrative holds, often called credit freezes, on our accounts with the three credit bureaus. We can continue to obtain new charge cards by answering a few questions or giving a password; however, the identity thief cannot gain access to our credit. Although freezes are a good practice for our personal lives, they hinder DOE's Personnel Security Department (PSD) and the Office of Personnel Management (OPM). Due to these freezes, OPM cannot obtain the credit reports needed for processing both initial investigations and reinvestigations. The credit reports (a review of which is a required element of all national security background investigations) must be obtained by investigators directly. Without such a review, DOE is unable to determine an individual's eligibility for access to classified information and,

therefore, is unable to grant a clearance. To accommodate investigations, lift any credit freezes for 40 days to allow for the necessary credit search. Upon submitting your e-QIP application, contact the credit bureaus to request the temporary freeze lift.

Equifax – telephone 800-685-1111 or website www.freeze.equifax.com

Experian – telephone 888-397-3742 or website www.experian.com/freeze

TransUnion – telephone 888-909-8872 or website www.transunion.com

After the 40-day period, the credit freeze should be automatically returned to your report. If you have any questions about this subject, please contact Joanne Trujillo (4218) at jmtruji@sandia.gov in NM and Carol James (8511) at cdjames@sandia.gov in CA.



Coordinator's Corner security awareness team

MY THANKS TO ALL OF YOU who have been interacting with me these past few months regarding briefings for your personnel. Due to Margret's reassignment, I've taken on most of her responsibilities, and it's been a sharp learning curve. You've been extremely helpful and patient. This experience has also given me the opportunity to become better acquainted with some of you, and get a clearer understanding of the hurdles you have to go through as contractors. I want to encourage you to call or write if you need briefing status information, want to provide some ideas for improvement, or require assistance in locating some other contractor-related resource. I'll do my very best to help you.

I also want to encourage all of you to continue using and commenting on the FSO Toolcart (<http://www.sandia.gov/fso/index.htm>). This website was created in 2007 in response to requests from you, our FSOs, to improve communication between Sandia Safeguards & Security (S&S) organizations and contractors. Please feel free to give us feedback and ask questions so as to allow us to maintain a vibrant website for you. Write to Securityed@sandia.gov.

Thank you,

Fran Armijo

Security Awareness Coordinator

Newsletter Submissions

If your group or organization would like to provide content for this newsletter, please submit suggestions and articles to Fran Armijo (fparmij@sandia.gov) or Dionne Hidalgo (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.

Contact us:

Safeguard Sandia
SNL/NM MS 1341
P.O. Box 5800
Albuquerque, NM 87185-1341

E-mail: securityed@sandia.gov
Phone: (505) 284-2416

Web site: <http://www.sandia.gov/fso/>



Don't get on the Watch List.
BANDIT!



For more information visit the SEAL website.

2010

January 2010

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SNL Holidays 2010

Jan. 1 New Year's Day
May 31 Memorial Day
Jul. 5 Independence Day
Sep. 6 Labor Day

Nov. 25 Thanksgiving
Nov. 26 Energy Conservation Day
Dec. 24, 2010 Shut down
 through
Dec. 31, 2010