



Important Message

REGARDING INVOLUNTARY TERMINATIONS

When a holder of a Sandia-sponsored clearance is involuntarily terminated for reasons that may affect the individual's clearance eligibility, notify Sandia's Clearance Office. The individual's clearance must also be terminated.

To assist you in determining what type of information may affect an individual's clearance eligibility, reference Section 9 of Title 10, Part 710 of the Code of Federal Regulations (10CFR710), or refer to the Clearance section of the Contractor Toolcart (<http://www.sandia.gov/FSO>).



Safeguards and Security
Sandia National Laboratories

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LOCATION CHANGE FOR RANDOM DRUG TESTING

Sandia Family Day - May 16, 2009

Sandia will be hosting a Family Day at SNL/NM Saturday, May 16, 2009, from 9 a.m. to 3 p.m. The event is open to Members of the Workforce, including Sandia employees and contract personnel. Members of the Workforce will be able to invite and escort up to eight guests (consisting of family and/or close friends) at the event.



However, the only non-U.S. citizens that will be permitted to attend the activities will be those who are Members of the Workforce (i.e., active Sandia employees and contractors). Non-U.S. citizen family members or friends will not be permitted as visitors. All non-U.S. citizen Members of the Workforce attending

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Don't Forget

Your Contract Award Letter

Prior to submitting any clearance paperwork to the Clearance Office, please ensure that they have a Contract Award Letter on file for your company. This will ensure that the Clearance Office will process your clearance requests with the correct company and employer code, and will prevent any unnecessary delays.

Clearance Reinvestigations

Security clearance reinvestigations are a DOE requirement. Some Members of the Workforce are failing to complete their reinvestigation paperwork within 15 days after receipt of the initial reinvestigation notice from the Sandia Clearance Office, which can result in an interruption or termination of badge access.

To begin a reinvestigation, the Sandia Clearance Office distributes an initial notification to the individual, which allows the requestor 15 calendar days to complete the eQIP process and return the required hardcopy forms to the Sandia Clearance Office. If the individual fails to return the packet within 15 calendar days, the individual and Sandia manager will receive reminders.

After 30 days from initial notification, the individual and the FSO are notified that badge access has been temporarily disabled until the reinvestigation paperwork has been completed. If the individual fails to respond to reminder notices, eQIP access may be terminated and must be reinitiated by the Clearance Office/Visitor Control, which can cause further delays. Please remind your staff of the importance of completing the eQIP packet on time.

Change in Random Drug Testing Location

As of April 9, 2009, the location for the mandatory random drug testing at SNL/NM was moved to Medical in Building 831. Medical is located outside Tech Area I at the corner of 7th Street and F Avenue, south of Hardin Field.

HSPD-12 Federal Credential

ENROLLMENT

It is very important that you schedule your HSPD-12 federal credential enrollment process appointments within a week of sponsorship notification. The sponsorship notification e-mail will come from HSPD12Admin@eds.com, with the subject line, "USAccess - Credential Ready for Pick Up." The e-mail will contain a link to the GSA Online Scheduling System where you can make an appointment with the Credentialing Center.

CARING FOR YOUR NEW BADGE

The federal badge requires that you care for it properly if it is to last. It should not be marked on, have holes punched in it, or be bent as this could cause the protective plastic covering to peel away prematurely, which will void the card warranty.



Additionally, you must keep your badge in the badge holder that is issued with the badge. Other types of holders and pouches damage the magnetic stripe and degrade the protective laminates on the credential.

SAFEGUARD SANDIA

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Every Minute Counts

Quickly reporting a controlled article could avert an infraction



FOR YEARS NOW, MEMBERS OF SANDIA'S workforce who have brought cell phones, MP3 players, Bluetooth devices, or any other unauthorized electronic device into a limited area could look forward to one thing: a security infraction. However, as of October 2008, people who meet the criteria of a new National Nuclear Security Administration/Sandia Site Office-approved controlled article variance are receiving a more merciful judgment.

The new variance, which waves the automatic security infraction policy for controlled-article incidents, was granted to Sandia in an effort to correct the level of resources that had been disproportionately dedicated to the small risk posed by these devices. Since Sandia's existing corporate requirements prohibit controlled articles within Limited Areas, these articles are not likely to be targeted as a means for collecting information.

The variance serves to benefit individuals, who can now avoid being issued a security infraction for a "one-time honest mistake," and Sandia as a whole by preventing increases in the reportable security incident rate, allowing Security to focus resources on events that are more risk-

significant. The responsibility for identifying corrective actions to prevent recurrences is assigned to individuals and their managers.

Under the new variance, incidents involving controlled articles will not result in a security infraction if they are self-reported to Security Incident Management Program (SIMP) within 3 hours, the individual holds a security clearance, no compromise of classified matter has occurred, and the individual has not been involved in another incident within a 12-month period. Affecting DOE's decision to grant the new variance was Sandia's exemplary history of voluntarily self-reporting such incidents, truthfully doing so, and the relatively low number of people who were repeat offenders.

CONTROLLED ARTICLES

The term "controlled article" refers to items such as cell phones, cameras, Bluetooth devices, MP3 players, devices with USB ports, or any that have recording capabilities, which are restricted on Sandia-controlled premises. Some less obvious examples of items that are controlled are digital photo frames and key chains,

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Reporting

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devices that use RF technology (such as wireless keyboards), and walkie-talkies.

“If someone discovers they’ve brought a controlled device into a Limited Area, the very first thing they should do is report it to SIMP immediately,” Donnie Greene (4229) says. “If he or she communicates it to us within 3 hours, the incident then becomes eligible for a variance.”

Donnie explains that in a growing number of recent cases, Members of the Workforce found themselves inside Limited Areas with controlled articles, but waited hours, or even days, to report the incidents. As a result of the delay, these people became ineligible for the variance and, in some instances, actually exacerbated the potential for security compromise by taking the controlled articles through multiple Limited Areas.

“Mistakes do happen,” Earl Conway (past SIMP manager) says. “What we want the workforce to remember is that they should report any type of security concern as soon as they can.”

All security incidents should be immediately reported to SIMP using the OOPS process (311 from a Sandia phone, or 505-844-0311 from an outside line in NM, or 925-294-3238 in CA) or the SIMP pager (505-540-2382 in NM or 888-932-9710 in CA).

More information regarding controlled articles can be found in IM100.1.2, Manage Controlled Electronic Devices and Media; and ISS100.5.1, Use Classified Matter.

Sandia Family Day

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the festivities must be escorted at all times by a cleared individual identified in the approved Foreign National Request (FNR) Security Plan (SP). Furthermore, all buildings and rooms visited by a non-U.S. citizen Member of the Workforce must be listed and approved on their FNR SP.



Badge Office and Clearance Office Hours of Operation

Effective in February, the Badge Office and Clearance Office began closing at 2:30 p.m. on Wednesdays. This action was taken to provide more time for the staff to handle administrative work. However, this new closing time does not affect the federal credential (HSPD-12) stations. Those stations will remain open for all scheduled enrollment appointments.

The current hours of operation for both the Badge Office and Clearance Office are listed below.

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.

For Family Day only, the host is asked to list these additional locations in the comment section of the FNR SP. For further information, contact the Foreign Interactions Help Line at 505-845-1300.



Coordinator's Corner

security awareness team

Don't Gamble with Security

FSO CONFERENCE – AUGUST 6, 2009, AT THE MARRIOTT HOTEL

Margret Tibbetts and I have begun planning for this year's FSO Conference. The theme of which will be "Don't Gamble with Security." We have some new and interesting information to share with you, new people to introduce to you, and a very good keynote speaker. We hope that you'll join us and that you'll take the opportunity to provide your comments and suggestions in the registration form attached to this newsletter.



Note: Attendance is limited to FSOs whose companies employ five or more (Sandia-sponsored) cleared personnel.

- Date: August 6, 2009
- Time: 8:00 a.m. (registration) to 4:00 p.m.
- Location: Marriott Hotel, 2101 Louisiana Blvd. NE , Abq.
- Register by: June 18th

Thank you,

Fran Armijo

Security Awareness Coordinator

TERMINATING STAFF AUGMENTATION PERSONNEL

Staff augmentation personnel have the same security responsibilities as employees when separating from Sandia. SF 4001-CSC, *Contractor/Consultant Separation Checkout Sheet*, provides staff augmentation personnel with a checklist of items that must be completed to ensure that security and other DOE/Sandia responsibilities are met.

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:

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Coming Soon

2009 Facility Security Officers Conference

August 6, 2009
 Location – Marriot Hotel

Registration – 8:00 a.m.
 Presentations – 8:30 a.m.
 Grand Finale – 4:00 p.m

Interested:
 Please RSVP to:
SecurityEd@sandia.gov