

## Prohibited and Controlled Articles

**CONTROLLED ARTICLES:** Articles that have potential to be used to record, store, or transmit information are controlled. Only authorized government or Sandia-owned portable electronic devices (PEDs) are allowed in Limited Areas. Personally owned electronic devices, including cell phones, mp3 players, non-government-owned computers and other such devices and associated media are allowed only in Property Protection Areas (PPAs) and General Access Areas (GAAs) without additional permissions and training.

- Individuals are prohibited from connecting personally owned PEDs to any Sandia equipment.
- Individuals are prohibited from using personally owned PEDs to acquire audio or visual information on personnel or their activities without documented full knowledge or consent.
- Any audio or visual information acquired is subject to Sandia Review & Approval processes prior to leaving the site.

**PROHIBITED ARTICLES:** Individuals are prohibited from bringing the following items onto Sandia-controlled premises: 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.

## Points of Contact

### Emergency

911 (Sandia phone)

(925) 294-2222 (non-Sandia phone)

### Central Alarm Station

(925) 294-2300

### Security Connection

321 (Sandia phone)

(505) 844-1321 (non-Sandia phone)



## SNL Mission and Program Areas

SNL's unique mission responsibilities in the nuclear weapons 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), SNL 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 the world.

Major program areas include nuclear weapons, defense systems and assessments, energy and climate research, and international, homeland, and nuclear security. For more than 50 years, the California campus of SNL has delivered essential science and technology to resolve the nation's most challenging security issues.

## Security Program Responsibilities

Security Operations 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, 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. SAND2015-10437 O



# Initial Security Briefing

# SECOPS

As an individual with access to Sandia-controlled premises and other U.S. Department of Energy (DOE) facilities, you are responsible for helping to ensure the safety and security of the nation. This briefing provides a general overview of your responsibilities.



## Badges

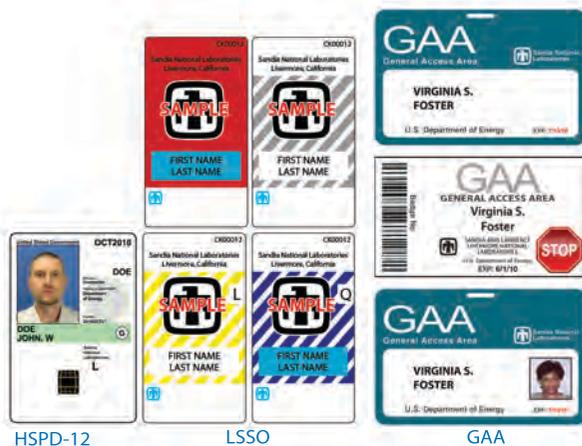
Access to SNL/CA is controlled through the use of authorized badges. Different types of badges are issued based on the areas the person will need to access and the type of clearance held.

**Visitors:** The most common visitor badges are the General Access Area (GAA) badges and the Local Site Specific Only (LSSO) badges. The GAA badges are authorized for access ONLY to the SNL/CA Livermore Valley Open Campus. People wearing these badges may not be “vouched” or escorted into any Property Protection Area (PPA) or Limited Area (LA).

**Employee/Contractors:** For employees and contractors, the most common badges are the LSSO badges and the HSPD-12 federal credentials.

### Responsibilities:

- Wear your badge above the waist, over your outer clothing.
- Return plastic badges to Sandia when no longer needed. Sticker badges or expired LSSO badges may be thrown away.
- If your badge is lost or stolen, report it as soon as possible to the Visitor Badge Office (925) 294-1358, or call the Central Alarm Station at (925) 294-2300.
- Do not use your badge to extend access to others who do not have proper authorization.
- Do not wear badges off site.



## Access

Access is controlled by designated turnstiles, staffed gates, and/or badge readers.

- Access to PPAs and LAs requires an LSSO badge or an HSPD-12 federal credential.
- Access into buildings in the GAA require either an HSPD-12 federal credential, LSSO badge, or a GAA visitor badge.
- Individuals are prohibited from entering restricted security areas without proper authorization.
- Individuals are subject to search. This includes unannounced vehicle and package inspections. Searches are conducted by Security Police Officers.

Follow these rules:

- Do not smoke (including electronic cigarettes) or use tobacco of any kind on site.
- Park only in authorized areas.
- Follow all posted speed limits. If not posted, the speed limit is 15 mph.

## Escorting

Uncleared individuals may only be escorted into Limited Areas by DOE-cleared and badged U.S. citizens. Up to eight people may be escorted by one person at one time.

When Foreign Nationals require site access, they may only be escorted by specifically designated cleared and badged U.S. citizens and only in and through areas listed on the approved Foreign National Request Security Plan (FNRSP).

When being escorted:

- Stay with your escort at all times.
- Follow your escort’s instructions.

## If in doubt, ask!

For answers to security-related questions...  
Dial 321 from any Sandia phone,  
or (505) 844-1321 from any non-Sandia phone

## Classified and Unclassified Controlled Information (UCI)

- Access to classified and UCI is based strictly on need to know (NTK) and clearance levels.
- All classified and UCI must be properly marked and physically protected from unauthorized use.
- Classified information (Confidential, Secret, and Top Secret) may be identified by a blue, red, or orange cover sheet, markings in the header and footer of documents, red and white striped envelopes or stickers, or markings in email subject lines.
- If you find Classified unattended, report immediately.
- UCI Information will also have markings in the header and footer, and may have yellow coversheets.
- Protect UCI as directed in IM100.2, *Manage and Protect Information*. The most common type of UCI is Official Use Only (OUO). UCI should not be left unattended or unprotected.
- Do not share Classified or UCI with anyone not authorized to receive it.

## Protection of Government Property

- Sandia equipment, such as computers, phones, and vehicles, is the property of the U.S. government. It is to be used for official business only.
- Misuse of government property is considered Waste, Fraud, and Abuse and may be a punishable offense.

## Prompt Reporting

- Promptly report security concerns to your escort or manager, especially any apparent failure to follow the security protocols outlined in this brochure.
- Incidents of Security Concern must be reported immediately. Contact the Security Incident Management Program (SIMP) via the Security Connection at (505) 845-1321 or 321 from any Sandia phone.
- Do **not** provide details of the situation over the phone.

