



Security & YOU

Think.
Assess.
Protect.

Learning Minute: **Security Incident Management Program (SIMP) Late Reporting**

Based on true stories from real life at SNL

What Happened

Gerald left a classified document on his desk, which is located in a Q-cleared suite within a limited area, overnight. When he returned to work the next morning, he discovered the classified document and put it back into the safe.

What concerns do you see with this situation?

Think

- Who has access to this office? Could the document have been compromised?
- Is the entire document accounted for?
- Should I report this?



These questions should be considered for all types of information.

Assess

- Gerald talks with his manager and they decide there was no risk to the document.
- Gerald does not report to SIMP.

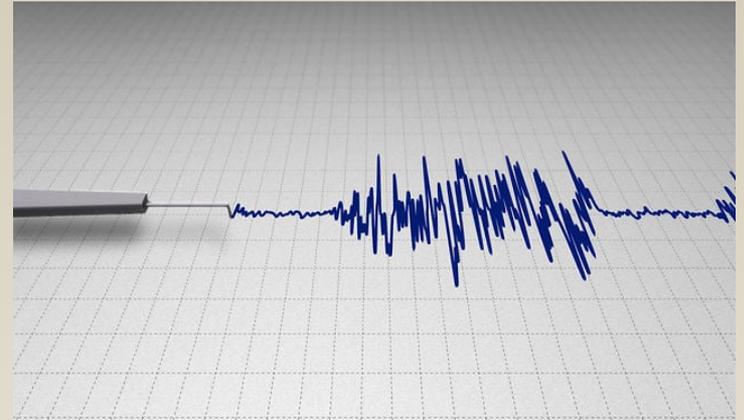


What is the risk of not reporting?

What is the risk of an insider (adversary) accessing the information?

What Happened Later...

- Three years later Gerald is selected for a random polygraph test.
- During the course of the polygraph interview, Gerald discusses the document he left out and did not report.
- The DOE adjudicator informs Gerald he must report the incident.
- Gerald contacts SIMP and a “late” report is filed.



All potential incidents must be reported—an inquiry will determine whether an incident has actually occurred.

Corporate Procedure: ISS100.3.1 Report Personnel Security Information; Security Incidents; and Waste, Fraud, and Abuse

Protect

- If you suspect you have caused an incident or witnessed one, report immediately.
- Quick reporting can prevent a larger incident.



Secure your work area every time you walk away.

Final Thoughts

Reporting an incident of security concern immediately can help protect the individual, Sandia, and in some cases, national security.

- Quick reporting can prevent a bigger incident.
- SIMP is on-call 24 hours a day, 365 days a year.
- Reduce your risk by being mindful.

Think. Assess. Protect.

Questions? Ideas?

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Contact the Communications Team at cdocs@sandia.gov with ideas and suggestions for future topics.