

Exceptional service in the national interest



Security Requirements for Contracted Escorts



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. SAND NO. 2016-11019 TR

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Introduction

Your company is responsible for escorting only designated personnel into Sandia controlled premises (areas) to provide an authorized service for Facilities Construction projects and PO Contractors doing “facility-type” work (maintaining, repairing, or performing installs on programmatic capabilities) during operational and non-operational hours.



As an escort, you are required to adhere to all Sandia National Laboratories’ (Sandia’s) security requirements.

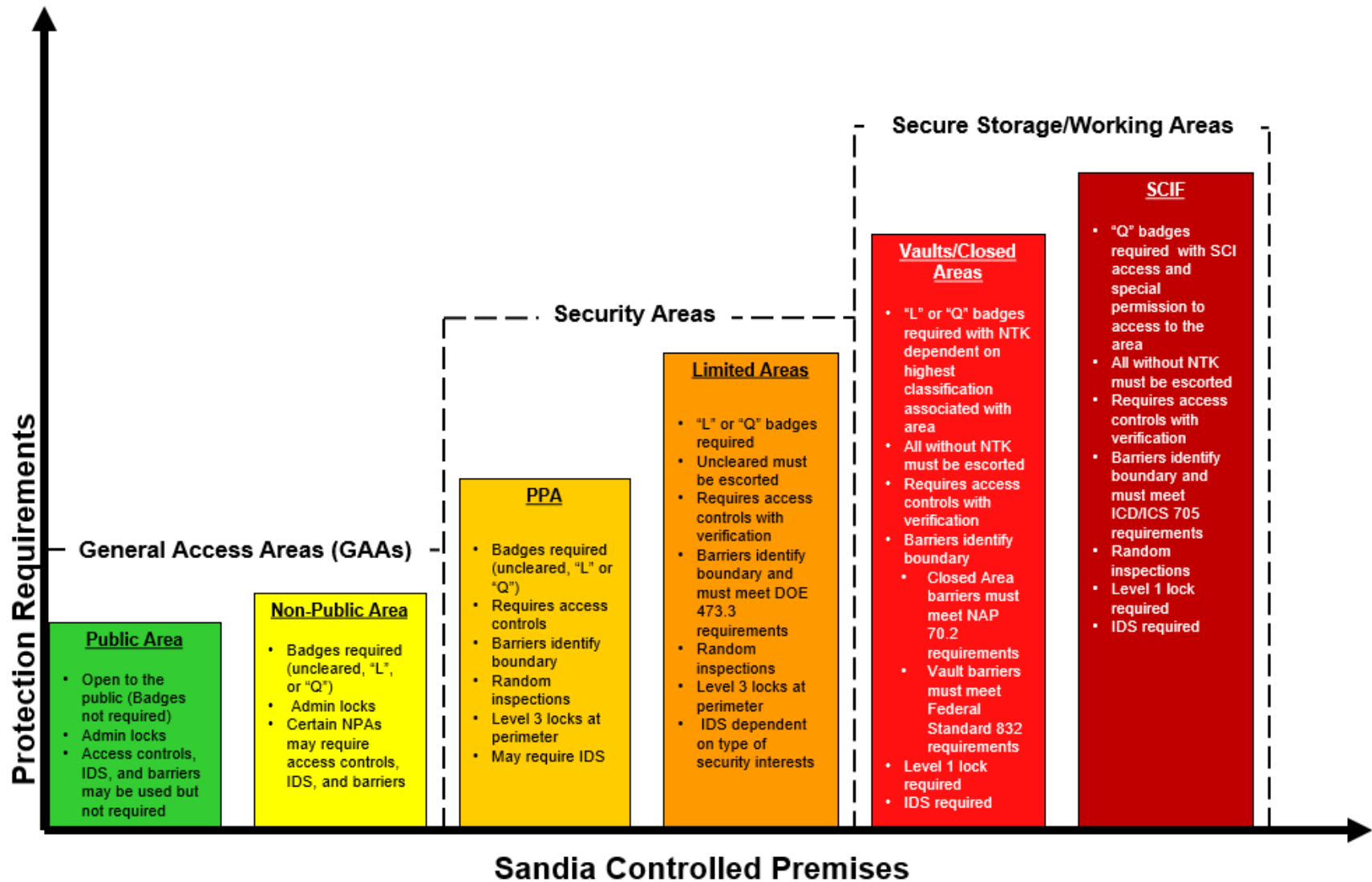
SNL/NM operational hours are

Monday through Friday (excluding holidays)
5:00 a.m. until 8:00 p.m.

Saturdays and Sundays
6:00 a.m. until 5:00 p.m.

Sandia Controlled Premises

SNL Area Types



Security Requirements

- Before escorting designated uncleared personnel, you must:
 - Identify the exact location where they are to work.
- Note:** Notify the nest immediately if work location changes and/or if other access is being requested.
- Observe all requirements of spaces visited.
 - Escort no more than eight uncleared individuals in a Limited Area.
 - Escort no more than eight uncleared individuals in a Free Zone.
 - Escort no more than five uncleared individuals in a Sensitive Compartmented Information Facility (SCIF).
 - Additional training and instructions will be provided separately to Q-cleared escorts with SCI badge designation.
 - Understand the evacuation procedures and/or routes for work site, in the event of an emergency.

Security Requirements

- Ensure the designated cleared/uncleared personnel:
 - Have official business in the area.
 - Wear the appropriate badge in plain view, above the waist.
 - Do not have prohibited or controlled articles.
 - Announce “Uncleared Personnel” upon entry, if necessary.
 - Maintain line of sight for designated personnel using entrances, exits, stairways, elevators.
 - Are not exposed to classified matter/information for which they do not have the appropriate clearance for and “Need to Know”.

- If a contractor refuses to comply with your directions, call the nest, 284-9321 or 284-1370 for resolution or to notify Protective Force.

Security Requirements

- When escorting designated personnel vehicles in tech areas, you must:
 - Ensure that vehicles have a company logo (on driver side).
 - Escort no more than two vehicles into a Limited Area.
 - Enter Technical Area 1 through Gate 10, unless otherwise directed.
 - Not park vehicles within 20 feet of a Limited Area fence (inside or outside).
- Vouching (piggy-backing/tailgating) anyone, other than designated personnel, is **NOT** allowed and may result in an incident of security concern.
- Other Technical Areas, utilize authorized entry points and follow all applicable escorting requirements.

Security Requirements

- The following items are **NEVER** allowed in Limited Areas, Closed Areas or Sensitive Compartmented Information Facilities (SCIFs).
 - **Controlled articles** — not allowed within Limited or Closed Areas and SCIFs without prior authorization because of their potential to be used to record, store, or transmit information. Examples include recording equipment, electronic equipment with a data exchange port capable of being connected to automated information system equipment, or radio-frequency-transmitting equipment (including Bluetooth and cellular devices).

Note: Government-owned computers procured through SNL's JIT purchasing system are exempt from controlled-article registration requirements.
 - **Prohibited articles** — not allowed on any Sandia controlled premises. These are things that can hurt you, damage property, or are illegal. Examples include firearms, explosives, and intoxicants.



Security Requirements

- Before transferring escort responsibilities, you must:
 - Ensure that the new escort accepts responsibility.
 - Verify the new escort has proper access authorization.
 - Verify the new escort understands the work areas authorized for access.
 - Identify and account for all of the escorted designated personnel.

- When escorting designated personnel, you must:
 - Ensure all designated personnel being escorted are accounted for.
 - Ensure they leave with only the equipment they brought with them.
 - Ensure badges, if issued, are returned to MO317.

Identify, Protect, and Control

Classified matter (documents/media/materials) will be marked, tagged, and/or located in a container that identifies the classification level and category.



Classified matter must always be secured in an approved repository (Closed Area, GSA-Approved Safe), when they are not in control of an authorized individual.



If you find unattended classified matter: REPORT!
REPORT! REPORT!



Call 321 from a Sandia phone or call 845-1321.

See Something? Say Something!

If you have a security concern or suspect you have caused or witnessed a security incident:

- Call 321 from a Sandia phone or 845-1321 during operational hours. Examples of things to report include:
 - finding a lost badge,
 - openings found in fence line,
 - suspicious activity being performed by other individuals,
 - observing an uncleared, unescorted individual in a Limited Area.
- Don't discuss details on the phone.
- If you can't call, have someone report the concern and/or incident on your behalf.
- During non-operational hours, call SNL Protective Force at 844-4657 or 845-3114.

In Case of An Emergency

- Call 911 from a Sandia phone or 845-0911.
- Follow directions given by Sandia Protective Force and emergency response personnel.



Non-emergencies

- Call the nest: 284-9321 or 284-1370
- Call 311 from a Sandia phone or 845-0311

Security and You

You:

- “control” the designated personnel and work site, not the other way around.
- accompany the designated personnel from the worksite to their vehicles to obtain materials, tools, or equipment, when in Limited Areas or Closed Areas.
- remain focused on the designated personnel you are escorting. Reading the newspaper, congregating with other escorts, and sleeping are just a few activities prohibited while escorting.
- label all lunch containers and/or bags and maintain control of these items at all times.

Security and You

You:

- do not provide access control to anyone other than your designated personnel.
- do not sit and/or stand near open doors for extended periods of time to avoid the “perception” of access control.
- do not allow designated personnel to pass items through, under, or over a perimeter fence.
- do not allow controlled or prohibited items in Limited Areas, Closed Areas, or SCIFs.
- do not leave assigned post without making arrangements for coverage.

YOU are key to ensuring Sandia stays secure!

Questions



Security Question?
Ask us!
Think. Assess. Protect.

Security Connection
505-845-1321
or 321 from a Sandia phone

