**Other Reporting Requirements**

| Incidents of Security Concern; i.e., Security Incidents | Report immediately, but do not provide details over the phone.  
NM: Security Connection (321)  
CA: Security Connection (321) or SIMP (925-294-2600)  
TTR: Central Alarm Station (702-295-8285)  
**Note:** Contractors must also report incidents to their Facility Security Officers. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste, Fraud, &amp; Abuse (WFA)</td>
<td>Report incidents of WFA and criminal matters to Ethics Advisory &amp; Investigative Services (505-845-9900) and other appropriate authorities (e.g., manager, security officials). Alternatively, for WFA incidents, you may email the Office of Inspector General directly, or call 800-541-1625.</td>
</tr>
<tr>
<td>Counterfeit/ Suspect Items</td>
<td>Upon discovery of suspect or counterfeit items, report the circumstance or submit questions to <a href="mailto:sqasci@sandia.gov">sqasci@sandia.gov</a>, or via counterfeit.sandia.gov.</td>
</tr>
</tbody>
</table>
| Theft of Property | Immediately report any theft of Sandia or U.S. Government property to Property Management (loststolen@sandia.gov)  
**Note:** All property that is considered stolen, lost, or missing must be reported regardless of value and regardless of whether it is considered controlled or uncontrolled property. |
| Wrongdoing | Report incidents of wrongdoing to Ethics: 505-845-9900.  
**Note:**  
- Incidents of wrongdoing are not limited to items listed elsewhere herein.  
- You may also report directly to the Office of Inspector General information about wrongdoing by DOE employees, contractors, subcontractors, consultants, grantees, other recipients of DOE financial assistance, or their employees. |
| Drug Use | Report the following to Ethics at 505-845-9900:  
- Positive drug test results (regardless of source [e.g., court system and military testing])  
- Incidents of illegal drugs in the workplace. This includes trafficking in, selling, transferring, possessing, or using illegal drugs.  
**Note:**  
- Illegal drugs are prohibited on Sandia-controlled premises and KAFB property.  
- The use of illegal drugs—or legal drugs in a manner that deviates from medical direction—is a serious offense and could result in termination of your clearance and your employment, as well as arrest. |

**Managers**

Managers are responsible for immediately reporting to Personnel Security (NM: 505-844-4493, CA: 925-294-1358) when an employee’s clearance is no longer required, employment is terminated, individual is on extended leave of 90 calendar days or more, or access authorization is not required for 90 calendar days or more. Ensure DOE F 5631.29, Security Termination Statement, and badges are immediately delivered to the Clearance Office.

**Remote Sites Personnel**

Report to SNL/NM, unless otherwise indicated.

**SCI- and SAP-Briefed Personnel**

Contact the appropriate Special Security Officer or Program Security Officer for guidance regarding program-specific reporting requirements.

---

**DOE and Sandia Reporting Requirements**

**What You Need to Know About Your Reporting Responsibilities**

"Employees are encouraged and expected to report any information that raises doubts as to whether another employee’s continued eligibility for access to classified information is clearly consistent with the national security."

—Executive Order 12968, Access to Classified Information

---

**Sandia National Laboratories**

SAND2009-0424P

### Concerns of Personnel Security Interest

<table>
<thead>
<tr>
<th>If you...</th>
<th>Report to...</th>
<th>By this date...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong>&lt;br&gt;Are approached or contacted by ANY individual seeking unauthorized access to classified matter or special nuclear material (SNM).</td>
<td>Counterintelligence (505-284-3878)</td>
<td>Immediately.</td>
</tr>
<tr>
<td>Are aware of information about other Members of the Workforce that raises concerns of personnel security interest.&lt;br&gt;Note: Such information must be reliable and relevant, and create a question as to the individual’s access authorization eligibility.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061)</td>
<td>Immediately.</td>
</tr>
<tr>
<td>*Are arrested; subject to criminal charges (including charges that are dismissed); receive citations, tickets, or summonses; or are detained by federal, state, or other law-enforcement authorities for violations of the law within or outside of the U.S.</td>
<td>NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061)</td>
<td>Orally within 2 work days of occurrence, and&lt;br&gt;In writing within the next 3 work days.</td>
</tr>
</tbody>
</table>
<sup>*See exception noted below.</sup>

**Exception:** Traffic citations/tickets/fines are reportable only if they exceed $300 and only when the fine is assessed, unless drugs or alcohol were involved. (Assessed means you agree to pay or you go to court and the court’s ruling equals a fine above $300. Court fees or other administrative costs associated with the traffic citation/ticket/fine should not be added to the final assessed amount.)

*File for bankruptcy, regardless of whether it is for personal or business-related reasons. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

*Are have your wages garnished for ANY reason. Examples: divorce, debts, child support. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

**Citizenship**<br>*Change citizenship or acquire dual citizenship.<br>*Are a foreign citizen who changes citizenship.<br>**Have legal action resulting in a name change.**

*File for bankruptcy, regardless of whether it is for personal or business-related reasons. | NM—Personnel Security Info Line (505-284-3103) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

*Have legal action resulting in a name change. | Personnel Security Info Line (505-284-3103) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days (via SF 2730–NCB). |

*Have marital or cohabitation with a person. | Personnel Security Info Line (505-284-3103) | In writing within 45 days of marriage or cohabitation (via DOE F 5631.34). |

**Legal Issues**<br>*Are treated for drug or alcohol abuse.<br>*Are treated for mental health reasons.<br>*Use an illegal drug or a legal drug in a manner that deviates from approved medical direction.<br>No longer require your clearance, terminate employment, are on extended leave of 90 calendar days or more, or access authorization isn’t req’d for 90 calendar days or more.

*Are treated for drug or alcohol abuse. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

*Are treated for drug or alcohol abuse. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

*Are treated for drug or alcohol abuse. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Clearance Processing (925-294-2061) | Orally within 2 work days of occurrence, and<br>In writing within the next 3 work days. |

*Are treated for drug or alcohol abuse. | NM—Personnel Security Info Line (505-284-3103) CA—Clearance Processing (925-294-2061) | Immediately and follow up by providing completed DOE F 5631.29. |

**Foreign Travel** | **Foreign National Contacts Reports (online application)**<br>Note: You can find this site by searching “contactreports” (one word) in Techweb. | **Prior to travel** or as soon as practicable. |

**Have personal foreign travel to a sensitive country.**<br>Note: Although you are not required to report travel to a non-sensitive country, you should keep a personal record of personal foreign travel for future clearance (re)investigations.

*Have substantive contact with any foreign national.<br>Note: *Substantive contact* refers to a personal or professional relationship that is enduring and involves substantial sharing of personal information and/or the formation of emotional bonds (does not include family members). At SNL, substantive contact includes associations that involve meeting and the sharing of SNL business information.<br>*Are employed by, represent, or have other business-related associations with a foreign or foreign-owned interest, or with a non-U.S. citizen or other individual who is both a U.S. citizen and a citizen of a foreign country.<br>*Have an immediate family member who assumes residence in a sensitive country, and when that living situation changes; e.g., your family member returns to the U.S. or moves to another country, sensitive or non-sensitive. (See list of sensitive countries at the International Travel Office website.)

*Are employed by, represent, or have other business-related associations with a foreign or foreign-owned interest, or with a non-U.S. citizen or other individual who is both a U.S. citizen and a citizen of a foreign country. | NM—Ethics Advisory and Investigative Services (505-845-9900) CA—Personnel Security (925-294-2061) | Immediately. |

**Life Circumstances** | **Foreign National Contacts Reports (online application)**<br>Note: You can find this site by searching “contactreports” (one word) in Techweb. | **Prior to travel** or as soon as practicable. |

*Have personal foreign travel to a sensitive country.**<br>Note: Although you are not required to report travel to a non-sensitive country, you should keep a personal record of personal foreign travel for future clearance (re)investigations.

*Have substantive contact with any foreign national. | Counterintelligence (505-284-3878) | Immediately. |**

*Although every circumstance cited above must be reported, asterisked items may be reported directly to DOE Personnel Security rather than the listed SNL organization.