Protection of Unclassified Controlled Information (UCI)

- Unclassified Controlled Information (UCI), which includes Official Use Only (OUO) and Unclassified Controlled Nuclear Information (UCNI) access is given to a person who needs it to perform his/her duties (need to know) and must be properly marked, stored, and protected. Access to UCI does not require a clearance. See Laboratory Policy IT012: Unclassified Controlled Information.

- Personnally Identifiable Information (PII) should always be protected and limited to official business. See Laboratory Policy IT023: Personally Identifiable Information (PII).

### Working With Classified

<table>
<thead>
<tr>
<th>Classification Level</th>
<th>DOE Classification Categories and Clearance Levels</th>
<th>Degree of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Secret (TS)</td>
<td>Q only</td>
<td>Exceptionally Grave</td>
</tr>
<tr>
<td>Secret (S)</td>
<td>Q only, Q and L</td>
<td>Serious</td>
</tr>
<tr>
<td>Confidential (C)</td>
<td>Q and L</td>
<td>Damage</td>
</tr>
</tbody>
</table>

Access to classified matter is restricted to persons with an access authorization (security clearance) and a “need to know”. All classified documents must be clearly identified and require special handling and protection. You can identify classified documents using the table shown here. All documents should be marked clearly on the top and bottom of each page. See Laboratory Policy SS002: Identifying Classified Information.

When working with classified information, only use computers on the Sandia Classified Network (SCN) or an approved stand-alone system. Home computers are not approved for use even with Sandia’s unclassified information.

**Information processed on a classified computing system** must be marked and protected at the highest potential level and category for that information or as “system high” until it is reviewed by an authorized Derivative Classifier (DC), then the markings must be updated as necessary.

**When exporting any data from a classified system to an unclassified system** (whether electronically or by use of electronic media), an Authorized Transfer Point (ATP) must be used and approved processes must be followed.

Use **secure** forms of telecommunication (classified fax machine, copier and other electronic transmissions).

**Get a formal review** if you intend to release information to an uncontrolled, widespread, unknown, or public audience, the information must go through the formal Review and Approval (R&A) process. This includes information intended for release to Congress.

### Mission and Program Areas of Sandia National Laboratories

As a multimission national laboratory and federally funded research and development center (FFRDC), Sandia National Laboratories serves the national interest by:

- Innovating and discovering new technologies to strengthen the nation’s technological superiority.
- Creating products and services that solve important national security challenges
- Informing the national debate where technology policy is critical to preserving security and freedom throughout our world

Major program areas include defense, nonproliferation, climate, infrastructure, homeland security, counter-terrorism, cybersecurity, and nuclear weapons.

### Safeguards and Security Program Responsibilities

The Safeguards and Security Program 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 international security operations.

### Sandia-Controlled Premises Access and Escort procedures

Access to SNL/NM is controlled through the use of authorized badges. The most common are the Local Site Specific Only (LSSO) badges and the HSPD-12 Credential. Badges are issued based on the areas the person will need to access and the type of clearance held.

- **If you are being escorted** - remain with your escort at all times when in a Limited or more restricted area.
- **Uncleared** individuals may only be escorted by appropriately cleared and badged U.S. citizens who are familiar with Sandia safety and security-related corporate procedures that apply to the areas being accessed.
- **Uncleared** foreign nationals may only be escorted by appropriately badged Sandia employees who are U.S. citizens identified as escorts on the Foreign National Request Security Plan (FNRSP) and may only access areas listed on the approved FNRSP.
Badge Procedures/Best Practices
- Your badge is government property; return it when your employment is terminated, security clearance status changes, or it is no longer needed.
- Badge should be worn at all times, above the waist, photo side out, and in front of your body; otherwise remove the badge or prevent visual access.
- Do not use your badge as means of identification for unofficial purposes.
- Protect your badge against loss, theft, misuse or alteration.
- Report lost or stolen badges to Security Connection @ 321 from a Sandia phone, or 505-845-1321.

Government or Sandia Property Protection
- Misuse of Sandia or Government-owned equipment (computers and vehicles) is considered “waste, fraud, and abuse” and may be a punishable offense.
- Individuals are subject to search. This includes unannounced package and vehicle inspections.
- Do not park in unauthorized areas (e.g., Reserved, Handicap, Security).
- Follow all posted speed limits (if not posted, the speed limit is 15 mph).
- Smoking is not allowed on Sandia-controlled premises.

Controlled and Prohibited Articles

CONTROLLED ARTICLES: Items that are controlled because of their potential to be used to record, store, or transmit information without authorization. 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). Government-owned computers procured through SNL’s JIT purchasing system are exempt from controlled-article registration requirements. For additional guidance, refer to SS007: Controlled and Prohibited Articles.

PROHIBITED ARTICLES: Items are not allowed anywhere on Sandia controlled premises that are likely to produce injury or damage to persons or property. Examples include dangerous instruments or materials, alcohol or other intoxicants; illegal drugs and paraphernalia; weapons, explosives, or incendiary devices. For additional guidance, refer to SS007: Controlled and Prohibited Articles.

Security Concerns (lost or unprotected classified or sensitive unclassified information; unauthorized access, etc.) should be reported immediately to Security Connection at 321 from a Sandia phone or 505-245-1321. Available 24/7/365.

SNL/NM: Report emergencies to 911 from a Sandia phone or 505-844-0911
SNL/CA: Report emergencies to 911 from a Sandia phone or 925-294-2222
Report non-emergencies to 311 from a Sandia phone or 505-844-0311 or 505-845-0311.