

Meeting Request Form



Sandia National Laboratories
Washington DC Office
950 L'Enfant Plaza, SW, Suite 110
Washington DC, 20024

Office Hours
Monday – Thursday 7:30 am – 5:00 pm
Friday 7:30 am - 4:30 pm

Washington DC Office Contact Information

Jeanetta Grover Manager 202.314.3034 JGrover@Sandia.gov	Jessica Baxter Protocol Officer 202.314.3027 JLBaxte@Sandia.gov	Teresa Miller Facility Security Officer 202.314.3033 TGMille@Sandia.gov	Jackie Kirby-Hardy Computer Support 202.314.3035 JKirbyH@Sandia.gov
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Please complete this form and return it to **Jessica Baxter** at least two business days before your meeting in order to reserve our conference room(s). Allow approx. 30 minutes prior to the start of your meeting to check in attendees. *****Note, if this form is not completed two days in advance of your meeting, we reserve the right to cancel the reservation request.*****

Meeting Host:			
Email:			
Telephone:			
Alternate Point of Contact:			
Name of the Meeting:			
Meeting Date:			
Meeting Start Time: <i>(No Earlier Than 8:00 AM)</i>			
Meeting End Time: <i>(No Later Than M-Th 5:00 or Fri 4:00 PM)</i>			
Room Reserved	Meeting Level	Meeting Category	Meeting Caveat
# 1121	Secret	NSI	CNWDI
# 1001	Unclassified	FRD	SIGMA 15
		RD	NOT APPROVED FOR SIGMA 14

NOTE: Please following the latest DOE guidance on COVID-19 in regard to masking, social distancing, and proof of vaccination status.

Large Conference Room (Room # 1121) supports **UNCLASSIFIED and SECRET** – 35 person max capacity

Small Conference Room (Room #1001) supports **UNCLASSIFIED ONLY** - 8 person max capacity

ATTENDEE LIST:

	Last, First	Clearance Level (use drop down menu)	Agency/Organization
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VIDEO CONFERENCING

Will this meeting require a VTC?	
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If Yes:

VTC Owner/Host:	
Locations connecting to during the VTC:	
IP Address or Bridge line instructions:	
Telephone Number:	
Additional Instructions (if needed):	

SPECIAL EQUIPMENT REQUESTS

Please indicate your requirements to access the networked computer(s) at the facility. Please contact the on site computer support tech for additional assistance.

Unclassified Computer Requirements?	
Classified Computer Requirements?	
Thin* Client	Other <i>Call to discuss</i> *Available only in classified conference room

Non-government computing equipment can be requested by completing Sandia form SA 2712-CVC, Non-US Government Computing Equipment and Media Temporary One-Time Exception to SNL Policy. Please allow two business days for processing. Government-owned laptops with wifi and bluetooth disabled are allowed. Please contact Jackie Kirby-Hardy for additional assistance.

ATTENDEE ACCESS AUTHORIZATION PROCESS (USA CITIZEN)

Classified Meetings with DOE-Issued Federal Credential

Attendees that possess a DOE-issued Federal Credential (L or Q) and have a need-to-know may be granted access to the facility. NOTE – we cannot accept non-Sandia site-specific badges.

Classified Meetings without DOE-Issued Federal Credential (*Please allow five (5) working days for processing.*) For attendees who do not possess a DOE-issued Federal Credential, the host will need to initiate one or all of the following:

1. Enter each attendee in Enterprise Person with the requested information. Should you encounter any difficulties, please contact the Sandia Badge Office at 505-845-8140.
2. Request that badge instructions are emailed to the Facility Security Officer so that the individual can be appropriately badged upon arrival.
3. If the attendee has a security clearance from another government agency, please complete DOE form DOE F 5631.20, Request for Visit or Access Approval form. Fax a copy of the completed form to the Sandia Badge Office at 505-284-8812.
4. In lieu of DOE form 56.31.20, DISS is available to submit personnel clearance to the Albuquerque badge office. (Use DISS code 14213.)

Critical Nuclear Weapon Design Information (CNWDI)

If CNWDI will be discussed and participants are from a non-NNSA facility, additional verification must be provided by DOE headquarters utilizing DOE F 5631.20, Request for Visit or Access Approval form. Please allow adequate time for verification. For additional information and assistance with the procedure, contact the Sandia Badge Office's Incoming Classified Visits helpline at 505-845-8140.

Sigmas

Additional verification is required for Sigma-related meetings. All non-Sandia participants must be verified by DOE headquarters. Please allow adequate time for verification. If the attendee is not a Sandian, the host is required to submit a request to verify the participant's access to the facility. For additional information, please review the

Sigma 14/15 homepage at <https://sigma.sandia.gov/> for more information.

ATTENDEE ACCESS AUTHORIZATION PROCESS (FOREIGN NATIONAL)

ATTENDEE ACCESS AUTHORIZATION PROCESS (FOREIGN NATIONAL)

If any attendees are foreign nationals, please contact the Cleared Foreign Interactions Office at 505-844-8263. Allow fifteen (15) days to process applicable security plans. *NOTE: Uncleared Foreign Nationals are not allowed at the facility regardless of the level of the meeting.*

Unclassified Meetings with DOE-Issued Federal Credential

Attendees that possess a DOE-issued federal credential (L or Q) and have a need-to-know may be granted access to the facility. *NOTE: We cannot accept non-Sandia site-specific badges.*

Unclassified Meetings without DOE-Issued Federal Credential

Uncleared attendees will require an escort by an L or Q cleared member of the workforce.

SECURITY QUESTIONS? Contact: Teresa Miller, Facility Security Officer, 202-314-3033, tgmille@sandia.gov