

DC Office Meeting Request Form

950 L'Enfant Plaza SW, Suite 110, Washington, DC 20024



Sandia National Laboratories

SUBMIT COMPLETED FORM TO

DCOfficeSupport@sandia.gov

Office hours:

Mon-Thu 7:30 a.m.-5:30 p.m. | Friday 7:30 a.m.-4:30 p.m.

Submit at least **three (3) business days** before the meeting.

Required: Complete every applicable field beginning with Meeting Host through the end of the form; enter **N/A** when a field does not apply. Allow approximately 30 minutes before the meeting for attendee check-in. Requests submitted late may be declined or canceled.

MEETING INFORMATION - REQUIRED

Meeting Host	
Host Email	
Host Telephone	
Alternate Point of Contact <i>Include name, email, and telephone number</i>	
Meeting Name	
Meeting Date <i>MM/DD/YYYY</i>	
Meeting Start Time <i>Not earlier than 8:00 a.m.</i>	
Meeting End Time <i>Mon-Thu by 5:00 p.m.; Fri by 4:00 p.m.</i>	

ROOM AND SECURITY REQUIREMENTS - REQUIRED

Requested Room(s) check one:

☐

Room 1121 - Large Conference Room

Maximum 35 | Unclassified or Secret

☐

Room 1001 - Small Conference Room

Maximum 8 | Unclassified only

Meeting Level

☐

Unclassified

☐

Secret

Meeting Category

☐

N/A or None

☐

NSI

☐

RD

☐

FRD

Meeting Caveat

☐

N/A or None

☐

CNWDI

☐

Sigma 15

☐

Other

IMPORTANT: Sigma 14 meetings are not approved for this facility.

Room requests are not final until confirmed by DC Office Support.

Attendee List

List all attendees. Leave unused rows blank.

Required for each attendee listed: Last name, first name; clearance/credential status; and agency/organization. The clearance drop-down reflects the options in the current form. Verify each selection before submitting.

#	ATTENDEE NAME Last, First	CLEARANCE / CREDENTIAL Use drop-down menu	AGENCY / ORGANIZATION
1		Select...	
2		Select...	
3		Select...	
4		Select...	
5		Select...	
6		Select...	
7		Select...	
8		Select...	
9		Select...	
10		Select...	
11		Select...	
12		Select...	
13		Select...	
14		Select...	
15		Select...	
16		Select...	
17		Select...	
18		Select...	
19		Select...	
20		Select...	
21		Select...	
22		Select...	
23		Select...	
24		Select...	
25		Select...	
26		Select...	
27		Select...	
28		Select...	
29		Select...	
30		Select...	
31		Select...	
32		Select...	
33		Select...	
34		Select...	
35		Select...	

Technology & Access Requirements

Complete every applicable field; enter N/A where appropriate.

VIDEO CONFERENCING - REQUIRED

Will this meeting require a VTC?	Select...
VTC classification	Select...
VTC Owner / Host	
Connecting Locations	
IP Address or Bridge Instructions	
Telephone Number	
Additional Instructions	

Host responsible for securing all required dial-in codes for VTC connections.

TECHNOLOGY AND EQUIPMENT REQUESTS - REQUIRED

Unclassified computer required?	Select...
Classified computer required?	Select...
Equipment Type / Details	
☐ Thin client (classified room only)	☐ Other

Non-government computing equipment requires Sandia form **SA 2712-CVC, Non-US Government Computing Equipment and Media Temporary One-Time Exception to SNL Policy**. Allow two business days for processing. SNL government-owned laptops are permitted only when Wi-Fi and Bluetooth are disabled. Send the request and all related questions DC Office Support.

ATTENDEE ACCESS AUTHORIZATION - U.S. CITIZENS

Classified meetings with a DOE-issued federal credential. Attendees who possess a DOE-issued federal credential (L or Q) and have a need-to-know may be granted access. **Non-Sandia site-specific badges are not accepted.**

Classified meetings without a DOE-issued federal credential. The host must complete the applicable steps below:

1. Enter each attendee in Enterprise Person. For system assistance, contact the Sandia Badge Office at 505-845-8140.
2. Request that badge instructions be emailed to **DCOfficeSupport@sandia.gov**.
3. For a clearance held through another government agency, complete DOE F 473.6, *Request for Visitor Access Approval (RVAA)*, and fax it to the Sandia Badge Office at 505-284-8812.
4. DISS may be used in lieu of a RVAA to submit personnel clearance to the Albuquerque Badge Office. **Use DISS code 14213**
5. Allow five (5) business days for processing.

Special Security Requirements

Review all sections and submit applicable supporting documentation.

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.

SIGMA MEETINGS

Sigma-related meetings require DOE Headquarters verification of all non-Sandia participants, which the host must request. Allow adequate processing time and review the Sigma 14/15 homepage for requirements.

[https://sigma.sandia.gov/Sigma 14/15 homepage](https://sigma.sandia.gov/Sigma%2014/15%20homepage) at <https://sigma.sandia.gov/> for more information.

FOREIGN NATIONAL ATTENDEES

If any attendee is a foreign national, the Cleared Foreign Interactions Office processing requirements apply. The office telephone number is 505-844-8263. Allow fifteen (15) days to process applicable security plans. Send the DC Office request and all related questions or supporting documents to DCOfficeSupport@sandia.gov.

IMPORTANT: Uncleared foreign nationals are not permitted at the facility, regardless of the meeting level.

UNCLASSIFIED MEETING ACCESS

With a DOE-issued federal credential. Attendees who possess a DOE-issued federal credential (L or Q) and have a need-to-know may be granted access. Non-Sandia site-specific badges are not accepted.

Without a DOE-issued federal credential. Uncleared attendees require an escort by an L- or Q-cleared member of the workforce.

