

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	Domonique Thomas Protocol Officer 202.314.3027 DDThoma@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 **Domonique Thomas** at least two (2) 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	

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

Directions to the Washington DC office are available at:
<https://wp.sandia.gov/washington/directions-transportation/>

ATTENDEE LIST:

	Last, First	Clearance Level (use drop down menu)	Agency/Organization
1		L - HSPD-12 Badged	
2		L - HSPD-12 Badged	
3		L - HSPD-12 Badged	
4		L - HSPD-12 Badged	
5		L - HSPD-12 Badged	
6		L - HSPD-12 Badged	
7		L - HSPD-12 Badged	
8		L - HSPD-12 Badged	
9		L - HSPD-12 Badged	
10		L - HSPD-12 Badged	
11		L - HSPD-12 Badged	
12		L - HSPD-12 Badged	
13		L - HSPD-12 Badged	
14		L - HSPD-12 Badged	
15		L - HSPD-12 Badged	
16		L - HSPD-12 Badged	
17		L - HSPD-12 Badged	
18		L - HSPD-12 Badged	
19		L - HSPD-12 Badged	
20		L - HSPD-12 Badged	
21		L - HSPD-12 Badged	
22		L - HSPD-12 Badged	
23		L - HSPD-12 Badged	
24		L - HSPD-12 Badged	
25		L - HSPD-12 Badged	
26		L - HSPD-12 Badged	
27		L - HSPD-12 Badged	
28		L - HSPD-12 Badged	
29		L - HSPD-12 Badged	
30		L - HSPD-12 Badged	
31		L - HSPD-12 Badged	
32		L - HSPD-12 Badged	
33		L - HSPD-12 Badged	
34		L - HSPD-12 Badged	
35		L - HSPD-12 Badged	

VIDEO CONFERENCING

Will this meeting require a VTC?	No
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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):	

Note: Hosts are responsible for securing dial-in codes for VTC connections.

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?	No		
Classified Computer Requirements?	No		
Thin* Client	Other	*Available only in classified conference room	
	Call to discuss		

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-NSA 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, tgmill@sandia.gov