**Foreign National Visitors & Assignees to Sandia National Labs**

**General Information and Do’s & Don’ts**

Sandia National Laboratories (SNL) is operated and managed by National Technology & Engineering Solutions of Sandia, LLC (NTESS). NTESS operates SNL as a contractor to the U. S. Department of Energy’s (DOE) National Nuclear Security Administration (NNSA). As a National Security Laboratory, SNL actively supports DOE's role as a leader in science and technology. To maintain that leadership, DOE encourages international collaborations and allows access by foreign national visitors/assignees to its unclassified information, programs, technologies, and SNL sites in accordance with DOE O 142.3A, Unclassified Foreign Visits and Assignments (UFV&A) program. SNL must ensure that such access does not pose a risk to national security. SNL protects information, assets, etc. by monitoring and controlling interactions between Members of the Workforce and foreign nationals.

Unclassified Foreign Visits & Assignments must be covered by an approved Security Plan that authorizes the visit/assignment and identifies:

* **Who** is authorized to escort/host you,
* **Where** you are authorized to go,
* **When** you are authorized to be there, and
* **What** information you are authorized to have.

**Who:** Your approved security plan will list the names of your authorized escorts, if applicable. Talk to your host about any authorized escorts and ensure you know these individuals. Your assigned host and escorts are responsible for understanding the security plan and should be meeting with you before your visit begins to review the security plan.

SNL will issue you a site badge that is SNL property. Always wear the badge above the waist in plain view while at any SNL facility. The SNL badge must be returned when your visit is complete.

**Where:** Your approved security plan will list the locations you are authorized to visit. Do not go to any location that has not been approved, even if a member of the workforce is escorting you. An access card listing your approved locations, which can be worn with your badge, is available. If your host did not provide this card to you, you may call the Foreign Interactions Office Helpline on how to obtain one.

Please talk to your host about prohibited and controlled articles that should not be brought on SNL premises and ensure you understand the requirements.

Most SNL locations are located on Kirtland Air Force Base (KAFB), which is a United States Department of Defense facility. Sandia employees and visitors must adhere to KAFB entry requirements. If you need access to KAFB, talk to your host about the Defense Biometric Identification (DBIDs) process.

**When:** Your approved security plan will list the times, you are authorized to be at SNL. Most visitors only have access M-F, 6:00 AM to 6:00 PM. You must be authorized to have unescorted afterhours access.

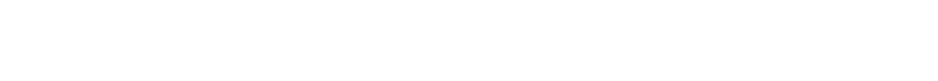
**What:** Your approved security plan will list the types of information you are authorized to access. Talk to your host about approved computer systems or networks.

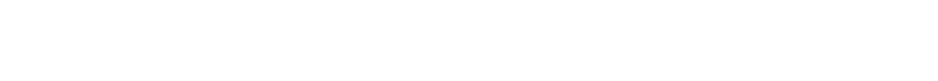
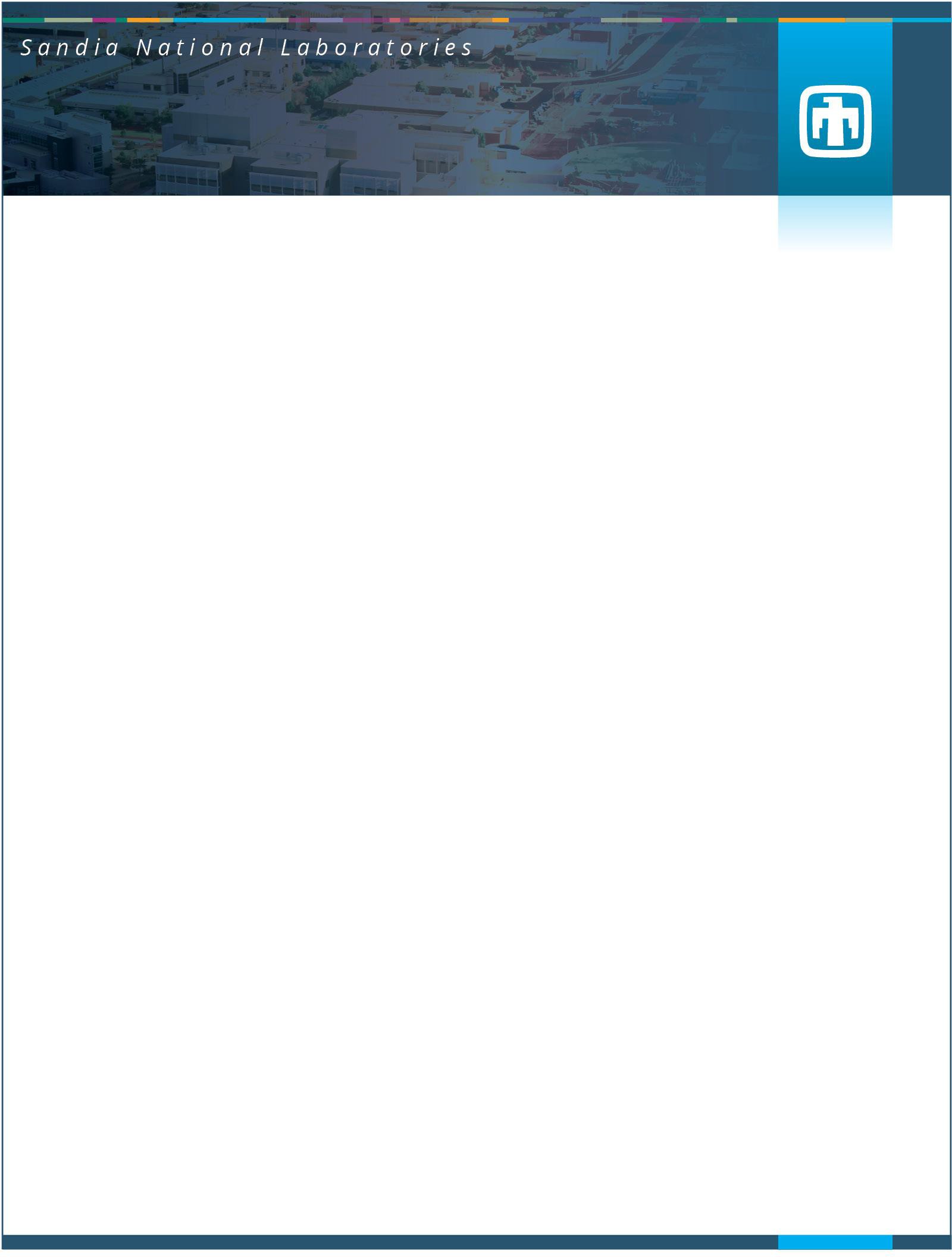
Failure to provide required lawful status documentation or providing fraudulent documentation will result in suspension of access approval, removal from the site, and possible cancellation of future access.

**Foreign Interactions Helpline 505 844 8263**





**General Information and Do’s & Don’ts**



Here is a list of Do’s and Don’ts that will help you and your host during your visit:

**DO**

* Talk to your Host about your approved security plan and ensure you understand what you can do, where you can go, what time you can be there, and if you must be escorted and by whom.
* Ask questions if you are unsure what to do in any situation, call the Foreign Interactions Office Helpline.
* Follow all posted signage.
* Follow instructions given by your Host or uniformed Protective Force Officer.
* Comply with KAFB rules while on the base.
* Notify your Host if your name changes, your immigrant/nonimmigrant status changes, or if you are involved in any civil or criminal issues that could affect your status in association with DOE or SNL.
* Report, immediately to your Host any inadvertent access to classified, sensitive, or proprietary information.

**DON’T**

* Attempt to access areas you are not approved to enter.
* Allow your escort or any member of the workforce to provide access to an area you know is not approved. If the location is not on your approved security plan, you do not have permission to go there under any circumstances.
* Stay in any approved building past 6:00 PM, unless you have been approved for afterhours access or are being escorted by an approved Escort.
* Attempt to access information, computer systems or networks that have not been authorized on your security plan.
* Work on projects outside the purpose scope listed on your security plan. Ask your Host to request an amendment be added to security plan to work on altered/new projects
* Attempt to use your SNL issued badge for identification purposes outside of SNL.
* Copy or transmit any material unrelated to your job assignment.

Sandia National Laboratories is committed to ensuring you have a safe and successful visit to our facility. If you have any questions or concerns during your time here at SNL, call the Foreign Interactions Office Helpline. We will make every effort to address your question or concern in a timely manner.

**Foreign Interactions Helpline 505 844 8263**



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