



Does someone you know work at Sandia National Laboratories? If so, you too have a role in security.

As part of the world's most advanced research network, Sandia develops cutting-edge technologies in areas such as Defense Systems, Homeland Security, Robotics, Cyber Systems, Conventional and Alternative Energy, and Climate Studies.

Because these technologies are highly desirable to economic competitors and foreign governments, security is a serious concern at the Labs. As we like to say:

The threat is real, and so are the risks!

Spies really do exist. They represent industrial competitors and foreign governments. And they frequently target clearance holders' family and friends—sometimes in person, often via social media. But did you know that spies who actually infiltrate our national laboratories are more often identified by outsiders like you, rather than their coworkers? That's just one more reason we need your help.

**See something?
Say something.**

Doing Your Part

If you have questions about security at the Labs, we welcome your call. More importantly, if you see something that just doesn't seem right, let us know.

Contact the Security Connection hotline at (505) 845-1321.

Think.
Assess.
Protect.

Security+ YOU

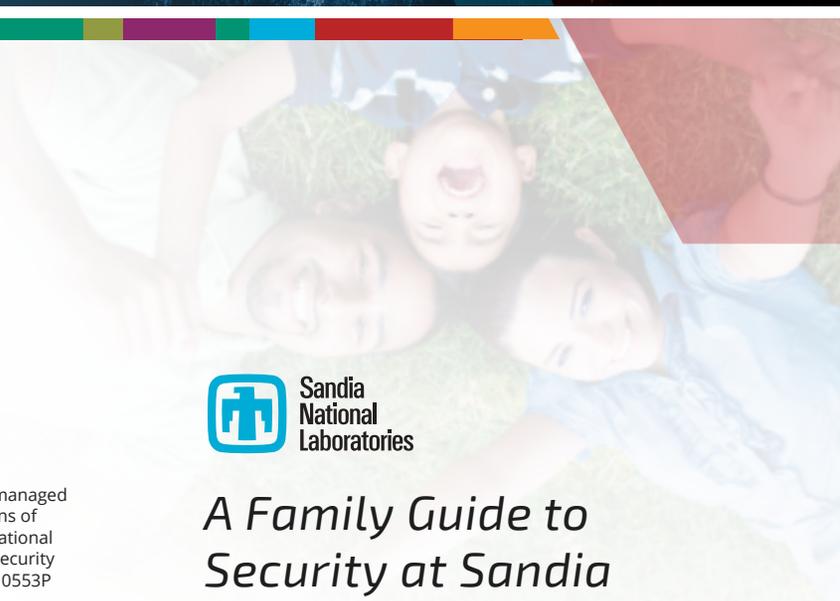
National Security + YOU



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A Family Guide to Security at Sandia





Helping Your Friend or Family Member

Information Protection

When people receive security clearances, they're required to sign a non-disclosure agreement, essentially a promise to never reveal classified information. They also receive training on how to protect certain types of unclassified information.

You can help by understanding that those who work at Sandia can't talk about certain things.

- Information can only be shared with people who have a need-to-know.
- Even unclassified information may need to be protected—it may be sensitive or it could lead an adversary to classified data.

Reporting Requirements

People who work at Sandia National Laboratories are required to report certain things, including personal information.

You can help by reminding your friend or family member when you become aware of a reportable circumstance. Some common things that need to be reported are:

- Traffic fines of \$300 or more
- Detention by law enforcement
- Contact with foreign nationals
- Foreign travel
- Marriage or Cohabitation
- Bankruptcy

A comprehensive list of things that must be reported is available at: http://www.sandia.gov/FSO/docs/DOE_Reporting_Req.pdf

Prohibited and Controlled Articles Some items, such as illegal drugs and dangerous



weapons, are designated as prohibited articles and are not allowed at the Labs. Other items, called controlled articles, aren't allowed in certain areas or only with prior approval. Typically, these are electronic devices that can capture or transmit information, such as cell phones, computers, or cameras. You can help by:

- Not putting prohibited/controlled items in briefcases, purses, etc.
- Reminding your family member to avoid common pitfalls like distractions (e.g., interruptions while preparing to leave for work), time pressures (e.g., running late), or altered routines (e.g., taking the bus instead of driving).

Common Security Violations We've Seen

- An employee's husband wanted to surprise her on her birthday by putting a new smart phone in her lunch bag. She was definitely surprised when she realized that she had brought a controlled article into an area where it wasn't allowed. **Mobile devices are controlled articles.**
- An employee's wife got him a subscription to a Beer-of-the-Month Club and used his office address for delivery to avoid having the beers sitting on his doorstep at home in all kinds of weather. **Alcohol is a prohibited article.**
- A contractor brought an electronic picture frame into a limited area building, wrapped as a Secret Santa gift for a department gift exchange. **Electronic devices of any type that have internal memory are controlled articles.**
- A Member of the Workforce vouched an FBI agent into a security area based on the agent's

contention that her FBI credentials were sufficient to access the Labs. **All persons must have a DOE-approved badge to access security areas at SNL.**

- A worker with a concealed-carry permit—which allows him to carry a concealed firearm in Albuquerque—forgot that he was wearing his firearm when he stopped by his office on a Saturday afternoon. **Personal firearms are prohibited articles.**
- A new employee brought his family on site to see his office. **All persons in SNL security areas must be properly badged and have a business reason for accessing the site.**

OPSEC: A Tool You Already Use

Operations Security, or OPSEC, is a way of protecting information. By thinking about our information, assessing vulnerabilities, and implementing protections, we protect ourselves and our information.

At home, for example, you avoid putting too much information about yourself on social media like your Social Security number or the dates when you're on vacation. Or, you also wouldn't tell someone you just met all of your personal details. That's OPSEC. Because there's a risk, you're careful about how much information you share with others.

In the same way, we ask that you not share details about your Sandia friend or family member. It's okay to say they work at the Labs and what their job title is, but details about their projects or mentioning that their work is classified can make them a target for espionage.

Apply OPSEC, or as we say around here:

Think. Assess. Protect.