

Initial Security Briefing (SEC050)

As an individual with access to Sandia-controlled premises and other U.S. Department of Energy (DOE) facilities, you are responsible for helping to ensure safety and security within these facilities. This briefing provides a general overview of your responsibilities.

Badge Responsibilities

- EVERYONE MUST WEAR A BADGE.
- Your badge is government property; return it when it is no longer needed.
- Wear your badge above your waist in front of your outermost garment.
- Do **not** use your badge to extend access to others.
- Do **not** wear or use your badge for identification purposes offsite.
- If your badge is lost, report within 24 hours to the Badge Office, 505-284-3626.
- If your badge is stolen, report promptly to
 - During work hours: the Badge Office, 505-284-3626
 - After hours: Security Incident Management Program (SIMP) pager, 505-283-7467

Access to the Facility

- Access to Sandia security areas is administered through designated turnstiles, staffed gates, and/or badge readers.
- Remain with your escort at all times when in a "Limited" or more restricted area.
- Uncleared individuals may only be escorted by DOE-cleared and badged U.S. citizens. Foreign nationals may not act as escorts.
- Uncleared foreign nationals may only be escorted by cleared Sandia employees who are U.S. citizens and only in and through areas listed on the approved Foreign National Request/Security Plan (FNR/SP).

Emergencies

- Report emergencies to 911 from the nearest Sandia landline telephone. If you are using a cell phone, call 505-844-0911.

Protection of Classified and Sensitive Unclassified Information

- Access to classified and sensitive unclassified information is based strictly on need to know and clearance levels.
- All classified and sensitive unclassified information must be properly marked and physically protected from unauthorized use.
- Report unprotected information immediately.

Think.Assess.Protect: Keep us secure.

security.sandia.gov
security@sandia.gov

Protection of Government and Sandia Property

- Sandia equipment, such as computers and vehicles, is the property of the U.S. government. It is to be used only for official business.
- Misuse of government property is considered "waste, fraud, and abuse" and may be a punishable offense.
- Do **not** park in unauthorized areas (e.g., Reserved, Handicap, Security).
- Follow all posted speed limits (if not posted, the speed limit is 15 mph).

Prohibited and Controlled Articles

CONTROLLED ARTICLES: Only government- or Sandia-owned electronic devices are allowed in Limited Areas. Personally owned electronic devices, including cell phones, mp3 players, non-government-owned computers, and other portable electronic devices (PEDs) and associated media, are allowed only in Property Protection Areas (PPA). *Do **not** connect these devices to any Sandia equipment or use them to acquire audio or visual information on personnel or their activities without documented full knowledge or consent. Do **not** use these devices to acquire Sandia-controlled sensitive unclassified information.*

PROHIBITED ARTICLES: Alcohol or other intoxicants; illegal drugs and paraphernalia; and weapons, explosives, incendiary devices, and other dangerous instruments or materials likely to produce injury or damage to persons or property **are not allowed anywhere on Sandia premises.**

Prompt Reporting

- Promptly notify your escort or manager of security concerns, especially any apparent violations of the above-stated security protocols.
- If your manager is not available, report your concerns via the OOPS hotline (505-844-0311). *Do **not** provide details of the situation over the phone.*

If in doubt, ask!

For answers to Security-related questions...
Dial 321 from any Sandia landline, or 505-844-1321 from any phone.



Mission and Program Areas of Sandia National Laboratories

Sandia National Laboratories unique mission responsibilities in the nuclear weapons (NW) program create a foundation from which we leverage capabilities, enabling us to solve complex national security problems.

As a multidisciplinary national laboratory and federally funded research and development center (FFRDC), Sandia accomplishes tasks that are integral to the mission and operation of our sponsoring agencies by

- anticipating and resolving emerging national security challenges
- innovating and discovering new technologies to strengthen the nation's technological superiority
- creating value through products and services that solve important national security challenges
- informing the national debate where technology policy is critical to preserving security and freedom throughout our world

As an FFRDC for the National Nuclear Security Administration (NNSA), we have a long-term relationship with our sponsor. This creates an environment that supports our fields of expertise, enables us to maintain our objectivity and independence, and allows us to be familiar with our sponsor's mission. We bring the FFRDC culture to all our federal sponsors to provide long-term support, solutions to existing problems and emerging threats, and quick-response capabilities. As an objective, independent, and trusted advisor, we draw from our deep science and engineering experience to anticipate, innovate, create, and inform the policy debate for decision makers.

Major program areas include defense, nonproliferation, climate, infrastructure, homeland security, counter-terrorism, cybersecurity, nuclear weapons.

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.