



## Security Requirements for Subcontract Workers

Subcontract workers must comply with the same security regulations as all LANS employees.

The Laboratory continues to face many threats to its security. Among the reasons are: the Laboratory is a significant target for terrorists and spies; new technology changes every day and is a challenge to manage; and the Laboratory's computer networks are constantly targeted. The Laboratory's 39 square miles, thousands of buildings, classified systems, and more than 15,000 badged workers add to the challenging task of ensuring national security.

Lab security is everyone's responsibility. Each of us has the ability to deter and mitigate threats. Help us and help yourselves. Be security smart. Following are some of the security requirements you must understand and follow:

### Badges and Termination Statements

Those terminating from the Laboratory MUST return their badges to the Badge Office. Those whose clearances are being terminated must contact Clearance Processing to return their badges and complete their Security Termination Statements.

### Escorting and Entry/Exit Checks

Escorts must be trained, be aware of the escort's responsibilities, and ensure that the escorted remains under his or her control at all times. Most importantly, the escort may only escort a US citizen. Failure to validate an escorted's citizenship can result in a security incident.

The escorting policy largely remains the same. A worker may be escorted to a Security Area only if he or she:

- is entering the area to conduct official LANL business that can be accomplished only in that Security Area; or
- has a skill or ability that cannot be provided by another person who has the required clearance level.

The following are not valid reasons for escorting:

- activities of a purely social nature, (e.g., retirement parties) except for official Laboratory-wide events (e.g., Family Day); and
- allowing an uncleared US citizen known to have a suspended, revoked, or denied DOE security clearance access to a Security Area. See ISD 201-2, Part 6, Escorting US Citizens in Security Areas, on the Policy Division website for more information.

Those being escorted into vaults/vault-type rooms (V/VTRs) now will be subject to entry and exit checks upon entering or leaving the V/VTR. The escort additionally may, at any time in the V/VTR, ask the escorted to empty his or her pockets and personal effects that might conceal a portable electronic storage device and other controlled items.

### Reference

Visit the Security in Action website (<http://int.lanl.gov/security/action/index.shtml>) for the latest security guidance on the above topics.

### Physical Searches

The Laboratory is enhancing the existing program of physical searches by conducting them more frequently and in more areas of the Lab. Your belongings, vehicle, and/or person are all subject to search while on Lab property. If stopped for a search by members of the Protective Force or other authorized Lab employee, you must comply with their instructions.

### Prohibited / Controlled Articles

Prohibited articles are not permitted at the Lab unless approved in advance by the Security Assessments Group (SEC-PSS5) at 665-8867 or 665-7467. They include: any dangerous weapons, explosives, or other dangerous instrument or material likely to cause substantial injury or damage to persons or property; alcoholic beverages; controlled substances (e.g., illegal drugs and associated paraphernalia, but not prescription medicine); and other items prohibited by law.

Controlled articles are not allowed in Security Areas without prior authorization. They include: recording equipment (audio, video, optical, or data); cameras (video, still); portable electronic storage devices, such as iPods and other MP3 players, flash memory cards, USB drives (also known as jump drives, thumb drives, and memory keys), external hard drives, CD/DVD write drives, Zip drives, and other similar devices; electronic equipment with a data exchange port capable of being connected to an automated information system equipment; radio frequency transmitting equipment; cell phones, two-way pagers, and personal digital assistants; and computers and associated media.

Note: Government cell phones are allowed into Security Areas as long as the batteries are removed.

### Scanning

The Laboratory recently enhanced the security requirements for document scanning activities to prevent compromising classified information. Scanners include: secure copiers connected to secure networks; secure copiers connected to secure desktop systems, secure scanners connected to automated information systems, and multi-function scanners.

Secure scanner operators must have training in Classified Matter Protection and Control and Classified Cyber Security, including:

- Annual Security Refresher Briefing, #1425
- Classified Matter Protection, #16028
- Computer Security Annual Refresher, #16567
- Classified Computer Security Briefing, #17846
- Sigma 15, #39222, (if applicable)
- Read Section 5: Reproducing Classified Matter in the Classified Matter Protection and Control Handbook, ISD 201-4, Part 2.

### Security Condition (SECON) Posts

"Post runs" are one of the most common incidents of security concern at the Lab. Be sure to slow down, stop, and hand your badge to the Protective Force personnel each time you go through a SECON post.

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Ignorance of the Laboratory's security policy is not an excuse. You are responsible for knowing and following security requirements in the course of your work at the Laboratory. Failure to be security compliant may result in termination of employment at LANL.

### Resources

- Badge Office, 667-6901 • Clearance Processing, 667-7253
- Cyber Security, 665-1795 or [cyber@lanl.gov](mailto:cyber@lanl.gov) • Help Desk, 665-2002 or [security@lanl.gov](mailto:security@lanl.gov)

