



## Initial Security Briefing (SEC050)

This briefing is required for employees, contractors, and consultants requiring access to Sandia controlled premises.

### Your responsibilities include the following:

#### Badge Responsibilities:

- You are required to have your badge with you at all times while at work. Wear your badge above your waist in front of your outermost garment.
- If you forget your badge, retrieve it.
- Notify Security (844-4657) if you notice anyone not wearing a valid badge.
- Do not wear or use the badge for identification purposes offsite.
- If your badge is lost, report to the Sandia Badge Office (284-3626) within 24 hours. If your badge is stolen, report promptly to the Sandia Badge Office (284-3626) or SIMP (540-2382) afterhours.
- Your badge is government property and must be returned to the Badge Office if it has expired, when it is no longer needed, or upon termination.

#### Accessing the Facility:

- Access to Sandia-security areas is administered through designated turnstiles, manned 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 Sandians who are U.S. citizens and be escorted in and through areas listed on the approved FNR/SP.

#### Protecting Classified and Sensitive Information:

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

#### Use and Protection of Government and Sandia Property:

- Equipment at SNL, such as computers and vehicles, is the property of the U.S. government. It is for the use of official business only.
- Misuse of government property is considered as Waste, Fraud, and Abuse and may be a punishable offense.

#### Prompt Reporting of Security Incidents:

- Promptly notify your escort or manager of security incidents. If they are not available, report incidents to OOPS at 844-0311 when offsite or 311 when on site. Do NOT provide details of the incident over the phone.

#### Emergencies:

- Emergencies should be reported to 911 from the nearest landline telephone. If you are using a cellular phone, call 844-0911.

#### Prohibited and Controlled Items at SNL

##### Prohibited Items include:

- Firearms, dangerous weapons
- Explosives, pyrotechnics, propellants
- Illegal drugs & paraphernalia, and intoxicants
- Other items prohibited by law

**Unauthorized Controlled Items include:**

- Personally owned electronic equipment

**Items prohibited within limited or more restricted areas without authorization include:**

- Cell phones or other cellular network devices, such as BlackBerrys
- Computers, peripherals, associated media
- Portable electronics (including hand-held computing devices)
- Recording equipment (audio, video, data)
- RF-transmitting equipment
- Non-Sandia owned electronic devices

**Note:** Upon entering or leaving Sandia premises, all personnel are subject to search of their persons, hand-carried items, and vehicles. Any prohibited or controlled item found, whether government or personally owned, may be confiscated.

\_\_\_\_\_  
Name of individual Conducting Briefing

\_\_\_\_\_  
Last Name, First Name, MI of Individual Receiving Briefing

**SNL ID# (if applicable)**\_\_\_\_\_

**Employee**

**Contractor/Consultant/Visitor**

\_\_\_\_\_  
Signature of Individual Conducting Briefing

\_\_\_\_\_  
Signature of Individual Receiving Briefing

\_\_\_\_\_  
**Date**

**Sandia's Primary Mission**

Sandia's primary mission is to develop, engineer, and test the non-nuclear components of nuclear weapons. It is Sandia's mission to maintain the reliability and surety of nuclear weapon systems, conduct research and development in arms control and nonproliferation technologies, and investigate methods for the disposal of the US's nuclear weapons program's hazardous waste.