



# The Security Marathon

**It's not a sprint, it's a marathon!**

**April 29, 2008**

**Fran Armijo  
Awareness Coordinator  
Sandia National Labs/New Mexico**



Sandia is a multiprogram laboratory operated by Sandia Corporation, a Lockheed Martin Company, for the United States Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.





# My Team





# Calendar

- Every Manager and
- Office Assistant



Sandia National Laboratories

Brought to you by the **Security Education & Awareness Liaison Team.**

*Security is not a one-time event; it is an ongoing process.*

**April 2008**

Maintaining your clearance depends on your honesty ... know when to report

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



# Facility Security Officers' (FSO) Conference



- Annual Event
- Great Attendance
- Various SMEs
- California too!
  
- 2008 FSO Conference –  
*Awareness Is The Key*





# Security Salutes!

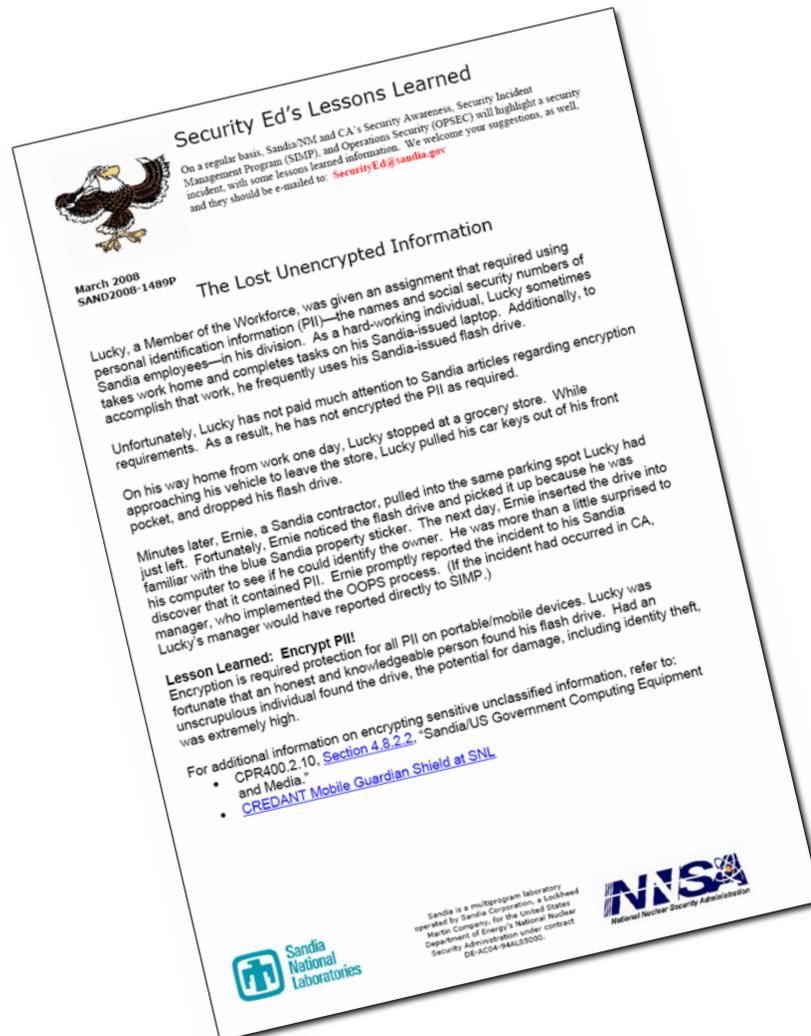
- Website designed to recognize do-gooders



The screenshot shows the 'Security Salutes' website. At the top, there is a navigation bar with links for 'Home', 'Documents and Lists', 'Create', 'Site Settings', and 'Help'. A search bar and 'Up to Resources' link are also present. The main header features the 'Security Salutes' logo and the subtitle 'Safeguards and Security Recognition Program'. A left sidebar contains a menu with items like 'Salutes Home', 'Nominate Someone', 'Introduction', 'Determining Recognition', 'Goals & Objective', 'Essential Components', 'Site Info', 'Fran Armijo', 'Documents', 'Pictures', 'Lists', 'Nominate Someone', 'Discussions', and 'Surveys'. The main content area is titled 'Introduction' and explains the purpose of the recognition program. It states that the program is designed to fairly and equitably recognize individuals and groups for excellence in security practices. A 'NOMINATE someone' button is prominently displayed. Below the introduction, there are sections for 'Determining Appropriate Recognition' and 'Who can recommend and approve recognition?'. The 'Who can recommend and approve recognition?' section states that anyone can participate. The 'Determining Appropriate Recognition' section lists factors that determine who should receive recognition, such as recognizing good security practices being implemented. Examples of good security practices are provided, including recognizing an employee for wearing a badge offsite, reminding someone to leave their cell phone in their vehicle, recognizing a contractor for alerting security to a SEC300 quiz issue, recognizing an employee for reporting sensitive information found in a Sandia dumpster, recognizing an employee for creating a 'No Cell Phones' logo for a retractable badge clip, and recognizing an employee for prompting the issuance of a Security awareness article in the SDN.



# Security Ed Says...

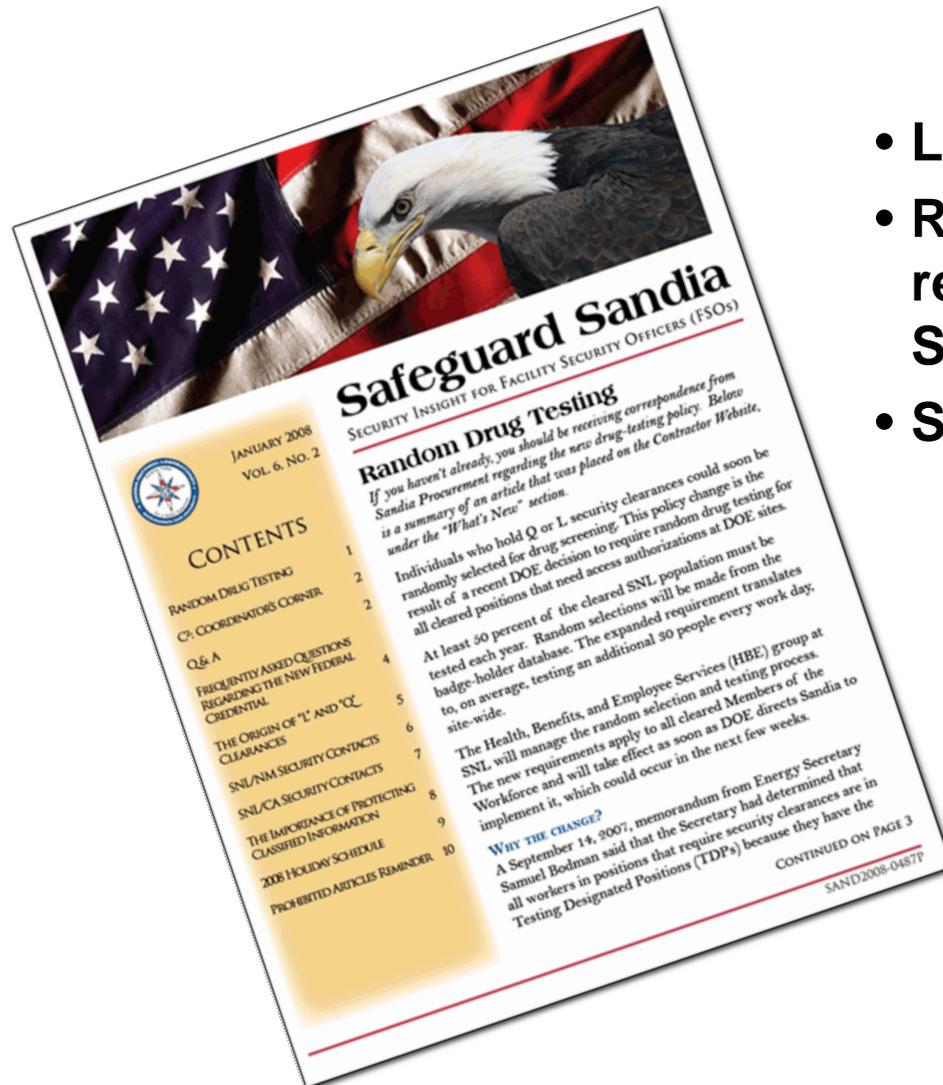


- **Lessons Learned Newsletter**
  - In collaboration with
    - Awareness/CA
    - Operations Security (OPSEC)
    - Security Incident Management Program (SIMP)

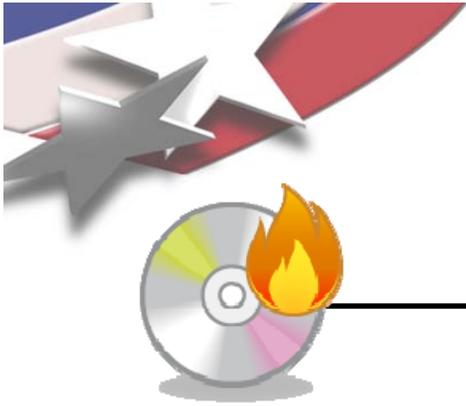




# FSO Quarterly Newsletter



- Latest requirements/changes
- Resurrected based on requests from Facility Security Officers
- Since October 2005



# Videos for Badge Office

## Automated Vehicle Access

[Video](#)

[Form](#)



## BYPASS ACCESS

[Video](#)

[Form](#)





# Facility Security Officers' Contractor Toolcart

- <http://www.sandia.gov/FSO/index.htm>
- Provides FSO-specific information.
- 6000 hits so far





# Initial Briefing

SA 2730-BRF (11-2007) Supersedes (9-2006)

**Initial Security Briefing (SEC 050)**

This briefing is required for personnel requiring access for 10 working days or less, and not pursuing a clearance.

1. EVERYONE MUST...  
 2. Your badge must...  
 3. Notify Security (8...  
 4. The badge is go...  
 KAFB.  
 5. Do not wear or u...  
 6. Report a lost bad...  
 immediately rep...  
 report the theft t...  
 next working day...  
 you. This from c...  
 7. Always report to...  
 8. To gain access t...  
 9. Uncleared indivi...  
 10. When escorted,  
 11. Foreign national...  
 12. Equipment at Sa...  
 to use Sandia ed...  
 13. Everyone is subj...  
 14. Do not park in re...  
 15. Follow all posted...  
 16. All classified info...  
 17. Unclassified Cor...  
 18. Emergencies sh...  
 reported to OOO...  
 19. Do not provide

SA 2730-BRF (11-07) Supersedes (11-2006)

**Entrevista Preparatoria de Seguridad (SEC 050)**

Esta entrevista preparatoria se requiere para todo personal con requisitos de diez días o menos, o que no han aplicado para ser investigados.

Como individuo con acceso a áreas controladas por Sandia/DOE, le es requerido hacerse cargo de la seguridad y protección de esta instalación. Esta reunión preparatoria es un resumen de sus responsabilidades tocante a la protección de esta instalación.

1. Todo individuo debe portar una chapa o mica.
2. Su mica debe ser portada en todo momento mientras usted esté en el sitio. Su porte debe ser a un nivel sobre la cintura y en lo más exterior de su ropa. Para su protección se le recomienda su uso con cinta fácilmente desprendible.
3. Notifique a Seguridad (844-3155) si encuentra alguien que no porte una mica válida.
4. La mica es propiedad del gobierno. DEVUÉLVALA AL CONCLUIR SU VISITA Y ANTES DE SALIR DE LA BASE KIRTLAND (KAFB).
5. No porte o use su mica de identificación fuera de este sitio.
6. Reporte una mica perdida a la Oficina de Micas para Contratistas de Sandia (844-5917 o 845-3359). Si su mica es robada fuera de horas de trabajo, reporte el robo cuanto antes al número de reporte de incidentes (540-2382) y tan pronto sea posible al siguiente día a la Oficina de Micas para Contratistas. Usted deberá completar un Reporte de Micas de SNL Perdidas o Robadas (SF 2730-LSB) antes de que se su mica sea reemplazada. Puede conseguir y llenar la forma en la Oficina de Micas para Contratistas de Sandia.
7. Siempre debe presentarse a su trabajo con su mica. No se otorgarán micas de reemplazo cuando olvide usted su mica.

Created primarily for  
 construction workers  
 SA 2730-BRF





# Termination Briefing

- SF 2900-STB
- Created for our Human Resources personnel

Sandia National Laboratories Security Termination Briefing  
(To use in conjunction with items covered in U.S. DOE Security Termination Statement (DOE F 9431.28))

**IMPORTANT: THIS FORM IS FOR EXCLUSIVE USE BY HUMAN RESOURCE CONSULTANT S - AN HR CONSULTANT MUST BE PRESENT TO CONDUCT THIS TERMINATION BRIEFING AND WITNESS THE SIGNATURE OR IT IS INVALID.**

When you received your clearance, you were required to sign a Classified Information Nondisclosure Agreement (SF 312) prior to receiving access. This briefing repeats certain articles within the agreement, to remind you of your continuing responsibilities even after you are no longer employed at Sandia.

3. I have been advised that the unauthorized disclosure, unauthorized retention, or negligent handling of classified information by me could cause damage or irreparable injury to the United States or could be used to advantage by a foreign nation. I hereby agree that I will never divulge classified information to anyone unless: (a) I have officially verified that the recipient has been properly authorized by the United States Government to receive it, or (b) I have been given prior written notice of authorization from the United States Government Department or Agency (hereinafter Department or Agency) responsible for the classification of the information. I am required to confirm from an authorized official that the information is unclassified before I may disclose it, except to a person as provided in (a) or (b), above. I further understand that I am obligated to comply with laws and regulations that prohibit the unauthorized disclosure of classified information.

4. I have been advised that any unauthorized disclosure of classified information by me may constitute a violation, or violations, of United States criminal laws, including the provisions of Sections 641, 793, 794, 798, 952 and 1824, Title 18, United States Code, the provisions of Section 783(b), Title 50, United States Code, and the provisions of the Intelligence Identities Protection Act of 1962. I recognize that nothing in this Agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation. (Note: 18 U.S.C. 952 and 50 U.S.C. 783(b) apply only to Federal employees.)

5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of classified information not consistent with the terms of this Agreement.

7. I understand that all classified information to which I have access or may obtain access by signing this Agreement is now and will remain the property of, or under the control of the United States Government unless and until otherwise determined by an authorized official or final ruling of a court of law. I agree that I shall return all classified materials which have or may come into my possession or for which I am responsible because of such access: (a) upon demand by an authorized representative of the United States Government; (b) upon the conclusion of my employment or other relationship with the Department or Agency that has granted me a security clearance or that provided me access to classified information; or (c) upon the conclusion of my employment or other relationship that requires access to classified information. If I do not return such materials upon request, I understand that this may be a violation of Section 793 and/or 1824, Title 18, United States Code - a United States criminal law.

8. Unless and until I am released in writing by an authorized representative of the United States Government, I understand that all conditions and obligations imposed upon me by this Agreement apply during the time I am granted access to classified information, and at all times thereafter.

I am also aware that any unauthorized disclosure of Restricted Data (RD) or Unclassified Controlled Nuclear Information (UCNI) to which I had access are punishable under the Atomic Energy Act, as follows:  
- Title 42, U.S. Code, section 2274, Communication of Restricted Data, provides criminal penalties for unauthorized RD disclosure of information up to life, a fine up to \$10,000, or both.  
- Title 42, U.S. Code, section 2168, Identification, and Protection of Unclassified Controlled Nuclear Information, provides a civil penalty for unauthorized UCNI disclosure of a fine up to \$100,000.

**HUMAN RESOURCES USE ONLY**

Signature of Human Resources Briefing \_\_\_\_\_ Date \_\_\_\_\_  
Name and Title of Individual Conducting Briefing \_\_\_\_\_  
Signature of Person Receiving Briefing \_\_\_\_\_ Date \_\_\_\_\_  
Name/Dept. of Person Receiving Briefing \_\_\_\_\_

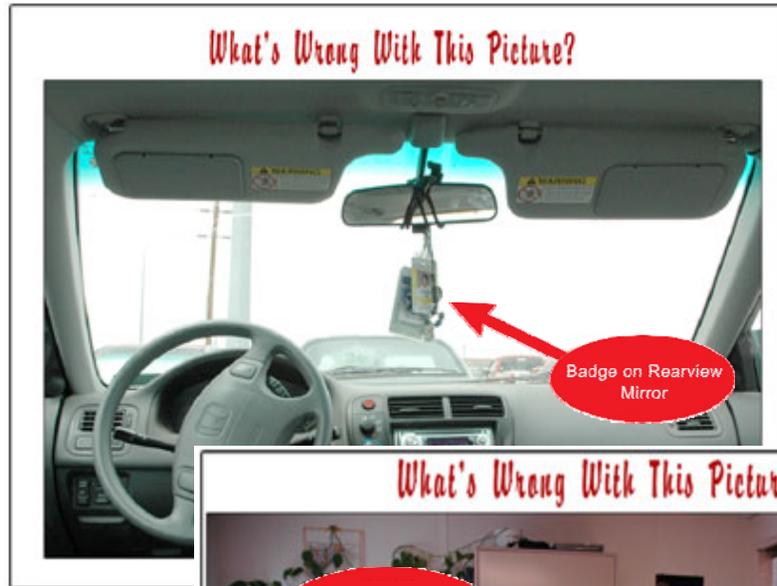
**NOTE: SNL representative conducting briefing should forward this signed form to Termination Specialist - MS-0171 or by Fax: 605-844-9739. If the person receiving briefing refuses to sign, provide statement indicating individual's refusal.**

DOE F 9431.29 OMB Control No.





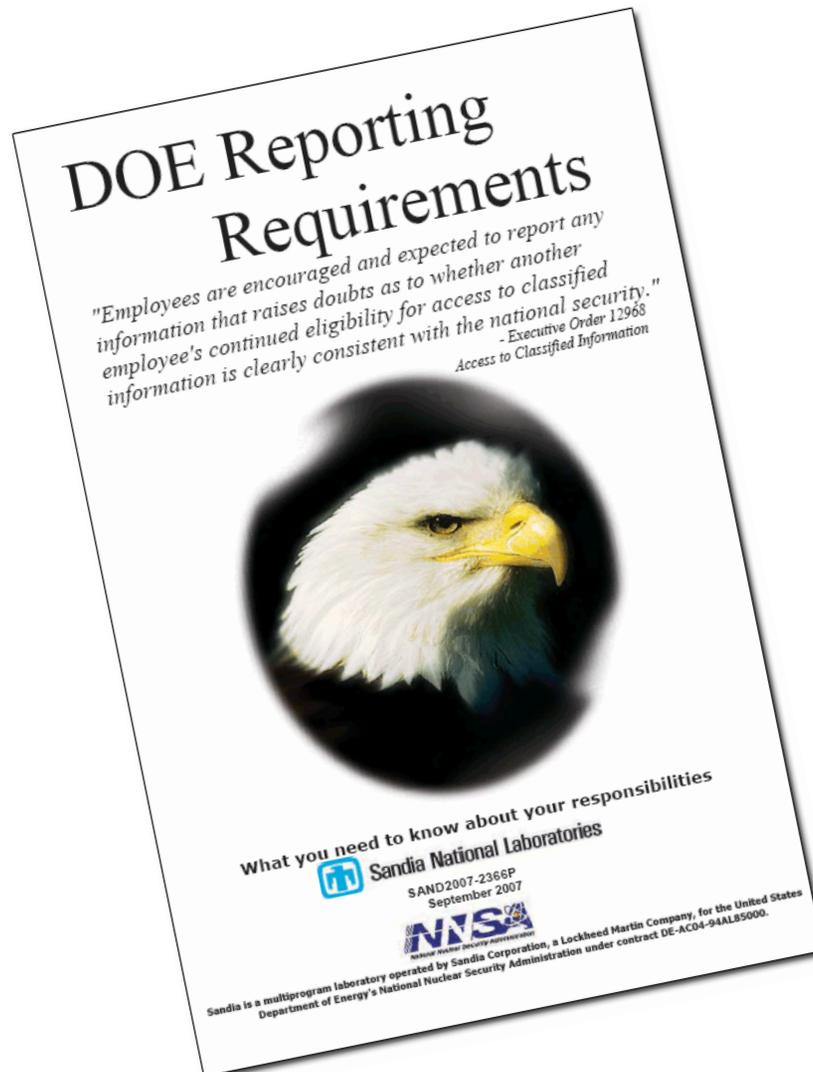
# What's Wrong With This Picture?



- Shown before our comprehensive briefing
  - Badges
  - Prohibited articles
  - OUO
  - Escorting
  - Need to know
  - Open safes
  - Classified documents



# DOE Reporting Requirements Matrix



- 10,000 copies distributed
- Available on our external website
- Accompanied by a Breeze presentation



# Info Sessions

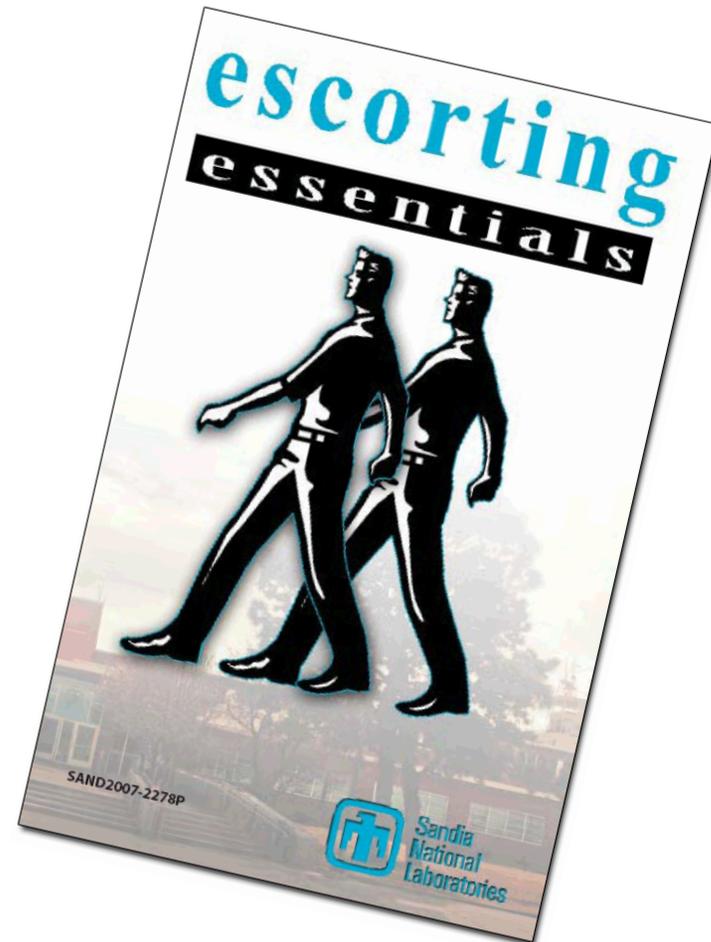
- **OUO Awareness**
- **Reducing the Risk of Exploitation**
- **Terrorism at Home: Reducing the Domestic Threat**
- **They Really Didn't Do That Did They?**





# Escorting Pamphlet

- ADC Limited Security Service - escorts
- In need of some sort of training
- We can help!

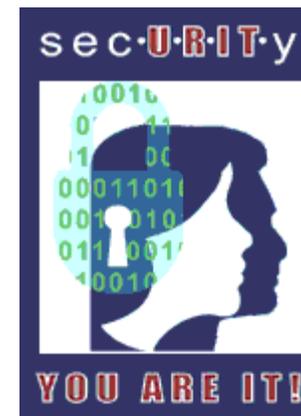




# Other Briefings

---

- Introduction to Safeguards & Security for Managers
- Briefings to contractors
- Line organization briefings

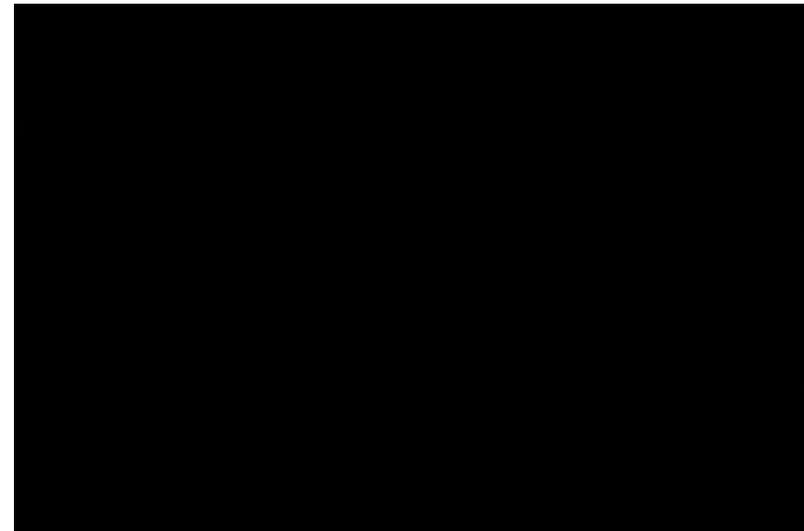




# Videos

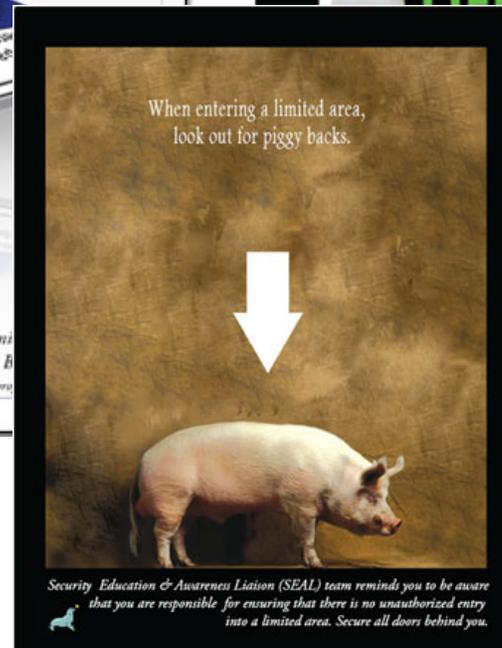
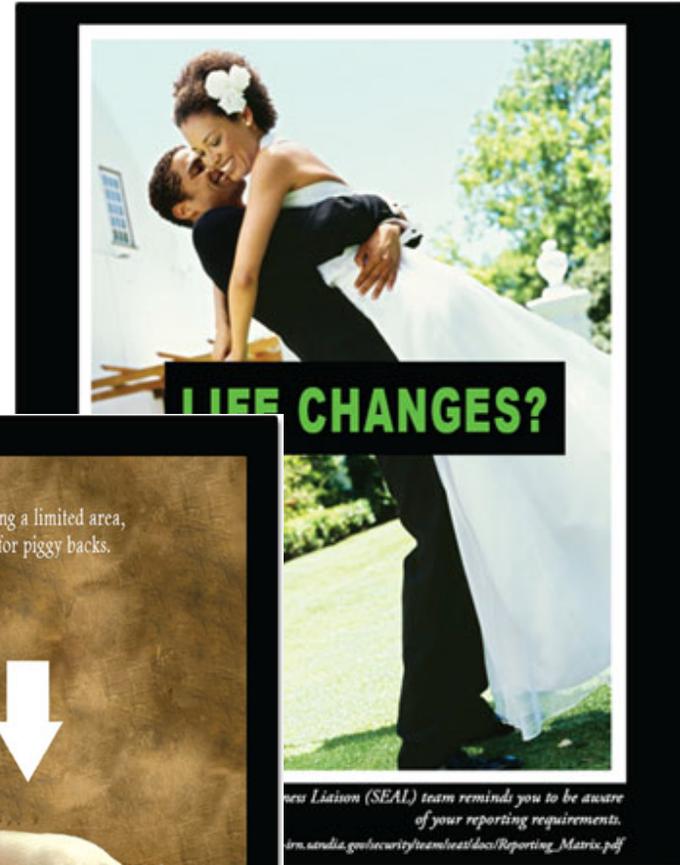
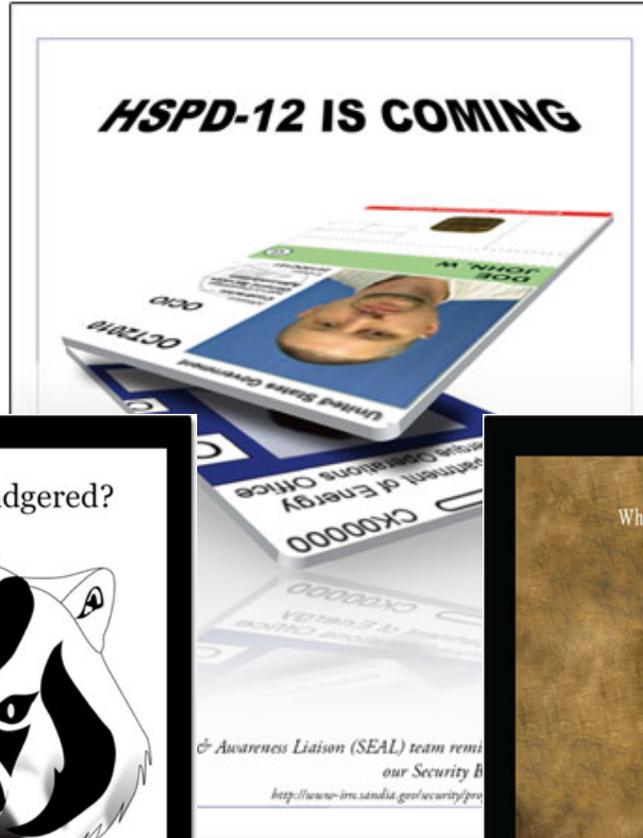


- **Security Beat**
  - Late to Work
  - The Christmas Party
  
- **FSO Conference**
  - Who's at the Clearance Office?
  
- **Information Video**
  - Will Spills





# Posters





# Articles

- Sandia's internal website (Techweb)
- Office Administrative Assistants' (OAAs') Wednesday Newsletter
- Sandia Daily News
- Porcelain Press





# Take Your Child to Work Day

- Puzzles for the children's enjoyment also teach lessons.

**Help Security Ed find his way out of the latched area**

Here's how to take a bite out of crime online:

- Keep your name, address, phone number, school name, and any credit card numbers to yourself.
- Don't agree to meet someone you met online without discussing it first with your parents.
- Stay out of chat rooms unless your mom or dad says it's okay.
- Tell your folks or another trusted adult if you see anything online that makes you uncomfortable. Have the URL or what you report details to the Cyber Tipline (800-843-5178 or [www.cybertipline.com](http://www.cybertipline.com)).
- Don't open e-mails that are from people you don't know. Delete them. And don't click on links to sites that you don't recognize.

For more tips on Internet safety, visit [www.dhs.gov/afip](http://www.dhs.gov/afip)

**What's the right type of password to have?**  
(Pick one)

- A memorable word that you'll remember
- Your dog's name, spelled backwards
- Eight or more characters that mix letters, numbers, and symbols
- The word "password"

**Crime Fighters Word Scramble**

trahnefarcua	
ubabck	
ruhr	
rujmeif	
moogom	
dwelocromes	
prumocid	
tygodiam	

**Flag Day Word Scramble**

dre	
gyfor	
lyne	
flpe	
adhw	
abd	
rsart	
phvra	
narabic	
ethaun	
colloun	
agett	
SAU	

**Protect Your Identity**

All of these "bites" are on the back of the white Max-Van driving in front of you. Write down everything you know about the family.

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

**CAUTION:** This type of information posted on vehicles and websites such as MySpace.com reveals information that every criminal would like to know -- don't make their job easier.

**Down**

- What must be worn when on the Sandia site?
- An individual who is a citizen of another country is a \_\_\_\_\_ national. What most people need to work at SNL.
- Which Security is responsible for computer attacks.
- Unlicensed visitors must be \_\_\_\_\_

**Across**

- What you need to log on to computers \_\_\_\_\_ are not allowed inside the fenced areas at SNL.
- Where you make your badge to get into the fenced area.
- Type of uniforms worn by the Fire Force.
- What group tries to make people know their responsibilities?
- Who is responsible for practicing good security?
- What is the name of the air force base on which SNL is located?



# We'll do anything to get their attention

---





# Another Busy Year

---





# Safety/Security Fair

Things that go together...



Peanut butter  
& Jelly



George  
& Grace



Stars  
& Stripes



Beer  
& Pretzels

A natural combination...



Safety



Security

Mark your calendars, it's the best combination  
since peanut butter and jelly,  
the *SNL Safety & Security Fair!*

Safety Engineering and Security Awareness have joined forces to sponsor a spectacular event! We'll have something for everyone. More than 80 exhibitors will be there with information on safety and security that spans all aspects of work and home. Join us for the *First Annual Safety & Security Fair*, now better than ever!

2008 SNL Safety & Security Fair  
Thursday, June 5, 2008 - 9:00 am - 2:00 pm  
Steve Schiff building and surrounding areas  
Co-Hosted by Safety Engineering (4122) and Security Awareness (4232)



# S&S Coordinator's Handbook



## Finally! Guidance!

- 11 Division Coordinators
- 45 Center Coordinators

## Contents

- Responsibilities
- Resources

S&S Coordinator Handbook

---

### Safeguards & Security (S&S) Coordinator Handbook

---

#### Contents

- Introduction
- Purpose
- Scope
- Security Tactical Assurance Team (STAT)
- Updates to Handbook

#### Training/Briefings

- Required Training/Briefings
- Additional Available Training

#### The S&S Coordinator

- Roles & Duties
  - Center Coordinators
  - Division Coordinators
    - Backup
    - Communication Process
    - All Hands Meeting
- Qualifications

#### Assessments & Audits

- Findings
- Checklists

#### Security Incidents

- Security Incident Management Program
- After a Security Incident
- During an Inquiry
- Security Infractions
- Penalties for a Security Infraction



# Managers' Tool Cart

- Audits/Self-Assessments
- Badges
- Classified Documents/Material
- Clearances
- Escorting
- Incidents of Security Concern
- Prohibited Articles
- Reporting Requirements
- S&S Coordinators
- Training/Briefings
- Terminating Employees/Contractors
- Unclassified Controlled Information (UCI)
  - Unclassified Controlled Nuclear Information (UCNI)
  - Official Use Only Information (OUO)
- Vault-Type Rooms
- Waste, Fraud & Abuse
- Resources
  - Security Contacts
  - Corporate Process Requirements (CPRs)





# Reviving Lessons Learned

---

- Not just a Band-Aid fix
- Stagnant since 2006





# Back to Basics

---

- For all Safeguards & Security Departments

