



The following security incident avoidance tips come from the Security Inquiry Team (SIT) leader.

“The Memorial Day holiday marks the unofficial start of the 101 Critical Days of Security Incidents. Summertime is not only a period of increased safety accidents. While people are slicing legs with weed whackers, turning rocks into deadly missiles with lawn mowers, swan diving off ladders, and wrecking their “mid-life crisis” motorcycles, they are also having security “accidents”. Here at the SIT, we would really like to see a downturn in security incidents this summer. We need a vacation.”



“So to see less of us (SIT) this summer, here is what you need to do.”



EMPLOYEES

- ▶ The morning before you return to work after a weekend or vacation, check your purse, briefcase, organizer, backpack, cooler, picnic basket, computer bag, diaper bag (be careful here), gym bag, gun bag, swim bag, lunch bag, saddle bag, raincoat, suit coat, pants pocket, skirt pocket, trunk, glove box, tool box, tackle box, ammo box, under/in/on/around/ behind car seats, gun rack, etc. for prohibited articles (alcohol, firearms, etc) and personal electronics, especially cell phones and cameras. Make this a habit!
- ▶ Enlist your family’s help in keeping these items out of your work things. Following my own 2004 cell phone incident, I drilled it into my young daughter to not put anything into my purse. So much so that when she recently overheard me tell a non-LANL friend that I would call her at work on her cell phone, she immediately said, “But Mom! She can’t bring her cell phone to work!”
- ▶ Watch what you do the day before a planned adventure. You probably will be more focused on what you will be doing than what you are doing (Hopefully the former will be more fun).
 - ▶ Avoid working with classified or sensitive information.
 - ▶ If you must work with classified, plan it carefully and discuss your planned classified activity with an ADC BEFORE you do it (Remember ISSM).
 - ▶ Try not to work with ACREM. If you do, make sure a CLC will be available and know when/where you need to turn it in.
 - ▶ Throw on an extra end-of-day security check. This is a good SOP for all offices for Fridays, especially before long weekends.

SUPERVISORS

- ▶ Plan now for the extra security precautions you will take for June 30, July 1, Sept 1 and 2.
- ▶ Adjust deadlines and classified activities.
- ▶ Brainstorm with workers on security incident prevention and share your ideas with SIT and others.
- ▶ Set up an extra end-of-day check.
- ▶ Send out a message by June 29 and Sept 1 reminding workers of the security concerns.
- ▶ Put up an attention-getting sign at the entrance to your secure area by June 29 reminding workers to check for personal electronics before entering the security area.
- ▶ Do a Security Management Walkaround now targeting vacation concerns.

ACREM AND SNM CUSTODIANS

- ▶ Plan ahead and discuss with your supervisors your schedule for the days before vacations.
- ▶ Handling of ACREM and SNM are high-profile activities (now wasn’t that a Blinding Flash of the Obvious).
- ▶ Try to limit ACREM work on days when your group/division is minimally staffed.
- ▶ If an issue arises, there will be far fewer resources to deal with it in a controlled, thorough, systematic manner.



Students, Students Everywhere

As students arrive to LANL this summer, it's important that they be reminded of their security responsibilities as student employees. Below are general security requirements they should be reminded of. For more security requirements, visit the Security Home Page (<http://int.lanl.gov/security/>). And encourage students to contact the Security Help Desk (security@lanl.gov, 5-2002) for security questions / concerns.

Personal Cell Phones



- Personal cell phones are NEVER allowed into security areas.
- Government owned cell phones or two way pagers must have batteries removed when in security area.

Personal Electronics



- Any type of personal electronic device like two-way pagers, or personal digital assistants, such as Palm Pilots are not allowed in security areas.
- Privately owned cameras, video recorders, tape recorders, or any item that has recording capabilities may not be brought into a security area.

Security Badges

- Lab workers must remove their DOE badge while not on Laboratory owned / leased property.
- Workers must wear badges while on Lab property. (The Research Park is included)
- Your badge must be worn between your neck and waist with your photo facing out.
- When your badge is not in use, ensure that you store it where it is safe from damage or theft.
- Loss or theft of a badge must be reported in person to the Badge Office within 24 hours OR the next business day.



Escorting

- The person that you are escorting must have official business here at the Lab.
- When escorting, ensure that you have filled out the Escort Log. Each organization has their own escort log.
- Determine the escortee's citizenship. If it is something other than US, additional approval is required before he can enter.
- Reference the Escorting Responsibilities Checklist for more information.



Computer Security

- Always protect information from unauthorized access.
- Do not use computer resources for pornography, gambling, music downloading, or other inappropriate activity.
- Follow established Laboratory password guidelines.
- Enable password-protected screen savers when you're away from the computer.



SECON Posts

The following requirements are implemented at SECON 3+ (current level). Employees will be alerted of any changes / additions to these requirements.

LANL SECON Posts

- One vehicle occupant (includes multiple-passenger buses) must present (completely hand over) a valid LANL / DOE Security Badge to the Protective Force (PF) for physical inspection.
- The badged person may vouch for all other vehicle occupants.
- Bicycle riders may pass through without presenting LANL / DOE security badges.

Pajarito Road SECON Posts

- One vehicle occupant (includes multiple-passenger buses) must present (completely hand over) a valid LANL / DOE Security Badge to the Protective Force (PF) for physical inspection.
- All other adult (18 years of age and older) vehicle occupants must present a valid LANL / DOE Security Badge or valid photo ID.
- Bicyclists must also stop at the Pajarito Road SECON post and present a valid LANL / DOE Security Badge.