

# FACILITY SECURITY OFFICER WORKSHOP



## PERSONNEL SECURITY BADGE OFFICE

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**Sandia National Laboratories**

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.

# Badge Office Agenda

- General Information
- Badge Responsibilities
- HSPD-12 Federal Credential
- Lost & Stolen Badges
- Badge Retrieval
- Uncleared Contractor Badging
- Automated Vehicle and Bypass Gate Access

# Badge Information

- Badges are designed to link a person's identity and control a person's ability to physically access Sandia-controlled premises.
- With the exception of Public Areas, a badge is required to enter all Sandia-controlled premises (Non-Public Areas, Property Protection Areas and Limited Areas).

# Badge Responsibilities



- Badges are accountable items and the property of the U.S. Government.
- Contracting companies are responsible and accountable for ensuring that their personnel properly protect, handle, and return badges.
- In the case of forgotten badges, the badge holder should attempt to retrieve his/her security badge before attempting to obtain a replacement.
- An individual will not be able to obtain any additional badges until the badge is accounted for.

# Badge Responsibilities

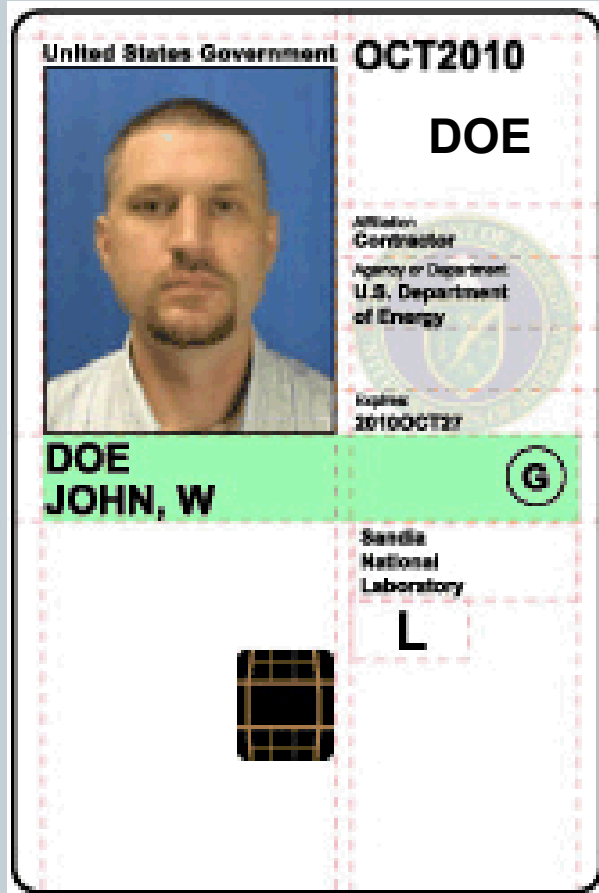


- Your badge should NOT be used for personal identification outside of Sandia premises.
- Your Badge MUST be returned:
  - When you terminate employment.
  - When you no longer require a clearance.
  - When you take an extended absence of 90 consecutive calendar days or more.

# HSPD-12 Federal Credential

- All Members of the Workforce who have a DOE security clearance will be required to obtain an HSPD-12 Federal Credential.
- The credential may be used at other federal sites.
- All credentials will be valid for 5 years.
- Replacement of a federal credential will cost Sandia National Laboratories a minimum of \$60.00 and will take 2 to 4 weeks to replace.

# HSPD-12 Federal Credential



- Only DOE agency individuals will have an indication of clearance level on their credential, in the form of a “Q” or “L” printed on the face of the credential
- Must be returned to the Personnel Security Badge Office



## Lost/Stolen Badge Report

Completed when  
reporting a lost or stolen  
Sandia issued badge.

### REQUIRED FORM

- **SF 2730-LSB**  
Lost/Stolen Badge Report

### REQUIRED ACTION

Complete form and submit to Sandia's  
Personnel Security Badge Office  
immediately.



# Lost & Stolen Badges

## DURING WORK HOURS

- Report the lost/stolen badge occurrence to the Badge Office and submit SF 2730-LSB, Lost/Stolen Badge Report to receive a replacement badge.

## DURING NON-WORKING HOURS

- Report the stolen badge occurrence immediately to the Protective Force (505) 844-3155 and to the incident reporting pager at (505) 540-2382 (SNL/NM) or the CA Inquiry Official at (925) 294-3238 (SNL/CA).
- Report the lost badge occurrence to the Badge Office the next business day and submit SF 2730-LSB, *Lost/Stolen Badge Report* to receive a replacement badge.

# Consequences for Lost/Stolen/Forgotten Badges

Occurrence	Notification	Replacement Badge
1	Sandia Badge Requestor	Issued Immediately
2	Sandia Badge Requestor & Manager	Issued after 3 working days
3	Sandia Badge Requestor, Manager & Senior Manager	Issued after 7 working days

# Badge Retrieval

- The Sandia Badge Requestor (SBR) and/or their Manager must attempt to contact the affected badge holder and recover the unreturned badge.
- The SBR and/or the SBR's Manager must inform the subcontracting company of the badge-retrieval concern and of the associated administrative processes.
- If attempts to retrieve the badge are unsuccessful, the SBR and/or the SBR's Manager must submit SF 2730-LSB, Lost/Stolen Badge Report, to the Badge Office.



## Uncleared Contractor Badge Request

Completed when  
clearances are not  
required to conduct work  
under a Sandia contract.

## REQUIRED FORMS

- **SF 2730-UBR**  
Uncleared Contractor Badge Request
- **SF 2730-BRF**  
Initial Security Briefing (SEC-050)



## Uncleared Contractor Badge Request

Completed when  
clearances are not  
required to conduct work  
under a Sandia contract.

## REQUIRED ACTIONS

- **Enterprise Person Relationship**  
Request the SNL Manager to enter an active contractor relationship tied to the contract company and dates.
- **Forms**  
Ensure all forms have been signed by the SNL Manager prior to submittal to the Personnel Security Badge Office.

# SF 2730-UBR

## Uncleared Contractor Badge Request Form

SF 2730-UBR (2-2010)

OUO (when completed)



### UNCLEARED CONTRACTOR BADGE REQUEST FORM

<b>1. Information</b>				
Purchase Order/As Ordered Agreement (AOA) <b>a.</b>		Contract Expiration Date <b>b.</b>		SNL Sponsoring Org./Mail Stop <b>c.</b> Org. , MS-
Legal Company Name or Consultant Name <b>d.</b>	Mailing Address <b>e.</b>	City <b>f.</b>	State <b>g.</b>	ZIP Code <b>h.</b>
Doing Business As (if applicable) <b>i.</b>				
Facility Security Officer (FSO) or Company Official <b>j.</b>		E-mail address <b>k.</b>	Phone No. <b>l.</b>	Fax No. <b>m.</b>
Individuals Last Name <b>n.</b>	Individuals First Name <b>o.</b>	Individuals Middle Name <b>p.</b>	SSN <b>q.</b>	Date of Birth <b>r.</b>
Individuals current city and state of residence <b>s.</b>		Individuals e-mail address <b>t.</b>		SNL ID <b>u.</b>
(FSO/Requestor/Company Official must certify here)  <b>w.</b> Prime Contract Company (if applicable):		<b>v.</b> <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign Citizen <input type="checkbox"/> Dual Citizen U.S. citizenship verified by _____ If Dual Citizen, please list Countries: _____		
		Name (Print) _____ Signature _____ <b>x.</b> Category Type: <input checked="" type="checkbox"/> Contractor		
<b>2. Training:</b> <b>a.</b> <input type="checkbox"/> Initial Security Briefing SEC 050 <b>b.</b> <input type="checkbox"/> 10 hour OSHA <input type="checkbox"/> 01065 ES&H Spec. <input type="checkbox"/> Contract-Specific Safety Plan ** FSO/Requestor/Company Official signing below certifies that the required training above has been completed.				
Training Certified by: _____ Name (Print) _____ Signature _____ Date _____				
<b>3. Badge Request (Fill in applicable box)</b>				
<b>a.</b> Present Badge Expiration Date (if applicable): _____		<b>b.</b> New Badge Expiration Date: _____		
<input checked="" type="checkbox"/> Issue uncleared badge only - no clearance action				
<b>4. SNL Requestor:</b>				
Name (Print) _____		Org./Mailstop _____		Phone _____
<b>NOTE:</b> SNL Requestor will receive all administrative type notifications (ex.: badge ready notification, badge renewal notifications). This person can be different from the Approving Manager.				
<b>5. Approving SNL Manager:</b>				
Name (Print) _____		Signature _____		Date _____
Org./Mailstop: _____		Phone: _____		
<b>FOR PERSONNEL SECURITY USE ONLY</b>				
Processed Date: _____				
Info in Oracle? <input type="checkbox"/> Yes <input type="checkbox"/> No		Enterprise Person SNL ID: _____		IPASS Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No

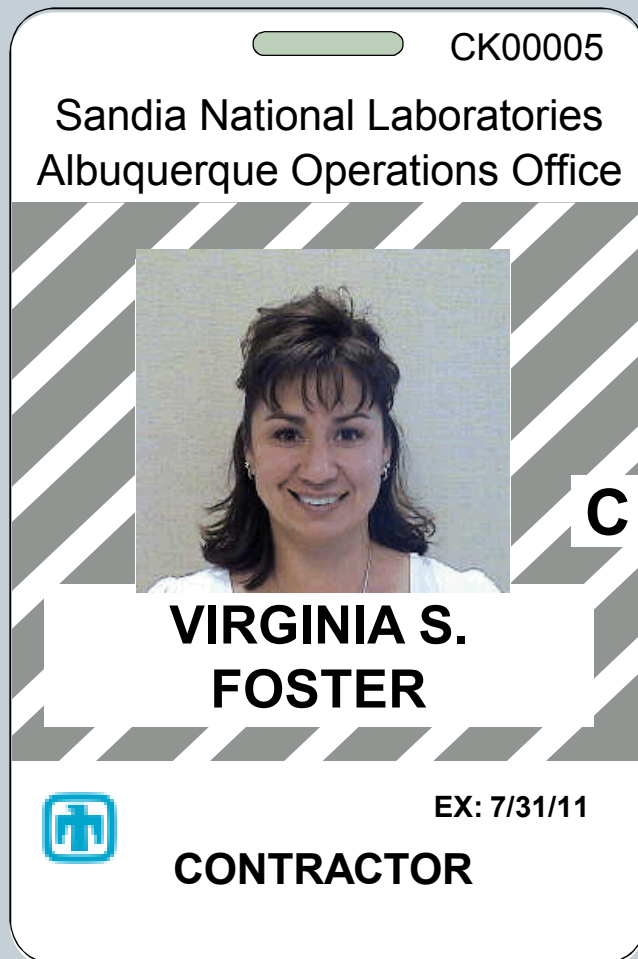
**NOTE:** A minimum of 5 business days required for processing. COMPANY FSO SHOULD NOT FAX DIRECTLY TO PERSONNEL SECURITY OR VISITOR CONTROL. THE FORM MUST BE APPROVED BY SNL LINE MANAGEMENT

# Uncleared Contractor Badge Request

## Common Errors

(FSO/SNL Requestor/Company Official must certify here)		v. <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign Citizen <input type="checkbox"/> Dual Citizen	
		U.S. citizenship verified by _____ If Dual Citizen, please list Countries _____	
w. Prime Contract Company (if applicable): _____		Name (Print) _____ Signature _____	
		x. Category Type: <input checked="" type="checkbox"/> Contractor	
<b>2. Training:</b> a. <input type="checkbox"/> Initial Security Briefing SEC 050 b. <input type="checkbox"/> 10 hour OSHA <input type="checkbox"/> 01065 ES&H Spec. <input type="checkbox"/> Contract-Specific Safety Plan ** FSO/SNL Requestor/Company Official signing below certifies that the required training above has been completed.			
Training Certified by: _____			
		Name (Print)	Signature
		Date	
<b>3. Badge Request (Fill in applicable box)</b>			
a. Present Badge Expiration Date (if applicable):	_____	b. New Badge Expiration Date:	_____
<input checked="" type="checkbox"/> Issue uncleared badge only - no clearance action			
<b>4. SNL Requestor:</b>			
Name (Print)		Org./Mailstop	Phone
<b>NOTE:</b> SNL Requestor will receive all administrative type notifications (ex.: badge ready notification, badge renewal notifications). This person can be different from the Approving Manager.			
<b>5. Approving SNL Manager:</b>			
Name (Print)		Signature	Date
Org./Mailstop: /		Phone:	

# Uncleared Contractor Badge



- SNL Requestor will receive an email notification when the uncleared contractor badge is ready for pick-up at the Personnel Security Badge Office
- Local Site Specific Only contractor badges that have expired do not have to be returned to the Personnel Security Badge Office





## Automated Vehicle & Bypass Gate Access

### REQUIRED VIDEO & FORM

- **SF 2730-AAA**  
Automated Vehicle & Bypass Gate  
Access Form
- **Bypass Gate Video**
- **Automated Vehicle Access Gate  
Video Briefing**