

FACILITY SECURITY OFFICER WORKSHOP



PERSONNEL SECURITY BADGE OFFICE

AUGUST 11, 2011

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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.

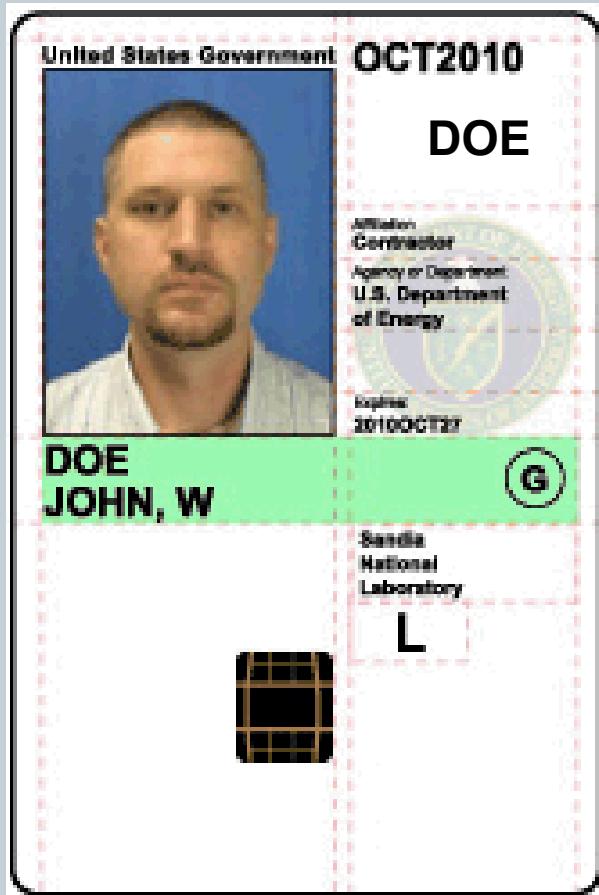
Badge Responsibilities

- 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

1. Information

Purchase Order/As Ordered Agreement (AOA) a.		Contract Expiration Date b.	GNL Sponsoring Org./Mail Stop c. Org. , MS-		
Legal Company Name or Consultant Name d.		Mailing Address e.	City f.	State g.	ZIP Code h.
Doing Business As (if applicable) i.					
Facility Security Officer (FSO) or Company Official j.		E-mail address k.	Phone No. l.	Fax No. m.	
Individuals Last Name n.	Individuals First Name o.	Individuals Middle Name p.	SSN q.	Date of Birth r.	
Individuals current city and state of residence s.		Individuals e-mail address t.			GNL ID u.
(FSO/GNL Requestor/Company Official must certify here)		<input type="checkbox"/> U.S. <input type="checkbox"/> Foreign Citizen <input type="checkbox"/> Dual Citizen <small>U.S. citizenship verified by</small>			<small>If Dual Citizen, please list Countries</small>
		<small>Name (Print)</small>			<small>Signature</small>
w. Prime Contract Company (if applicable):		<small>Name (Print)</small>			<small>Signature</small>
<small>x. Category Type: <input checked="" type="checkbox"/> Contractor</small>					

2. Training:

a. Initial Security Briefing SEC 050 b. 10 hour OSHA 01065 ES&H Spec. 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 _____

3. Badge Request (Fill in applicable box)

a. Present Badge Expiration Date (if applicable):		b. New Badge Expiration Date:	
<input checked="" type="checkbox"/> Issue uncleared badge only - no clearance action			

4. SNL Requestor:

Name (Print) _____ Org./Mailstop _____ Phone _____

NOTE: SNL Requestor will receive all administrative type notifications (ex.: badge ready notification, badge renewal notifications).
This person can be different from the Approving Manager.

5. Approving SNL Manager:

Name (Print)	Signature	Date
Org./Mailstop: /	Phone:	

FOR PERSONNEL SECURITY USE ONLY

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

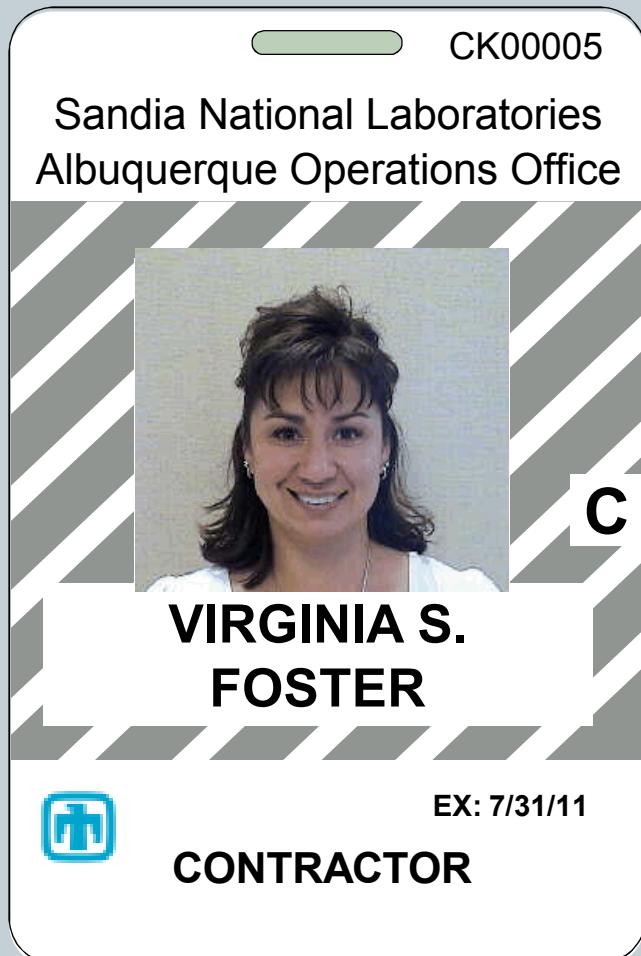
NOTE: A minimum of 5 business days required for processing. COMPANY FSO SHOULD NOT FAX DIRECTLY TO PERSONNEL SECURITY OR VISITOR CONTROL. THE FORM MUST BE APPROVED BY SNL LINE MANAGEMENT

Uncleared Contractor Badge Request

Common Errors

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

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**