

SECURITY BRIEFING FOR ACCESSING CLASSIFIED INFORMATION

We are bound by Department of Defense (DoD) rules and regulations to properly protect and control all classified material in our possession.



You, as an employee, are equally bound under the law to provide the same protection and control.

Classified Information Nondisclosure Agreement (SF 312)

All persons authorized access to classified information are required to sign a nondisclosure agreement as a condition of that access. The SF 312 is a contractual agreement between the U.S. Government and you. The primary purpose of the SF 312 is to inform you that:

- ▶ **a special trust has been placed in you;**
- ▶ **this agreement is binding upon you for life (even if you are no longer require a security clearance)**
- ▶ **you are responsible to protect classified information from unauthorized disclosure; and,**
- ▶ **there are serious consequences for not complying with the terms of this agreement.**

Types of National Security Information

Unclassified Sensitive Information

SECRET

TOP SECRET

FOR OFFICIAL USE ONLY

RESTRICTED

CONFIDENTIAL

Special Access Program (SAP)

NATO

CNWDI

COMSEC

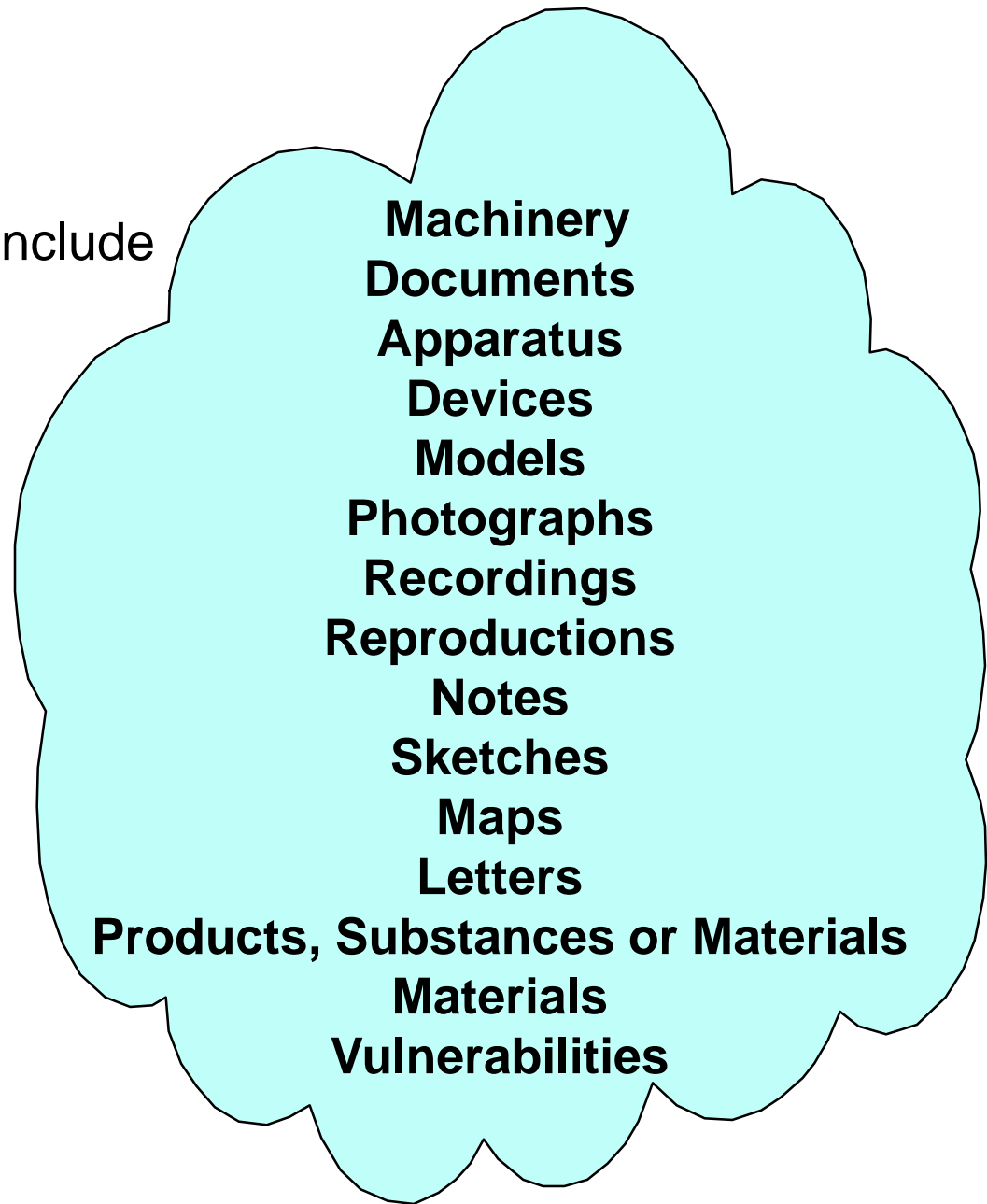
LEVELS OF CLASSIFIED INFORMATION

TOP SECRET – Release of this material could **GRAVELY** damage national security

SECRET – Release of this material could **SERIOUSLY** damage national security

CONFIDENTIAL – Release of this material could **DAMAGE** national security

Classified Material can include
ANY of these:



How Do I Identify Classified Information?

CONFIDENTIAL

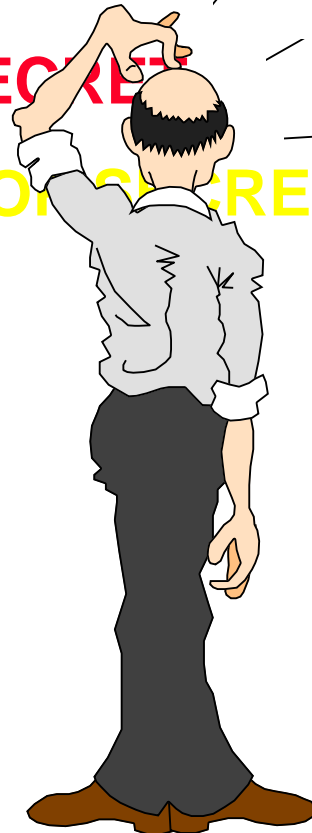
(TS)

(C)

SECRET

TOP SECRET

(S)

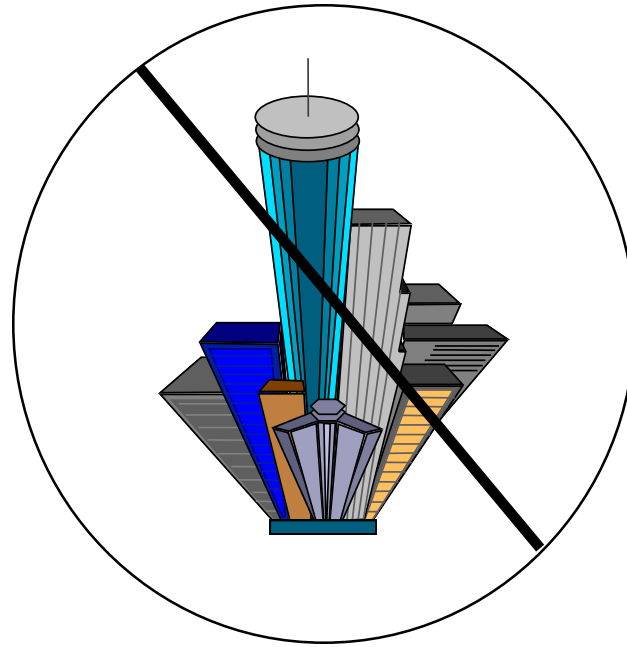
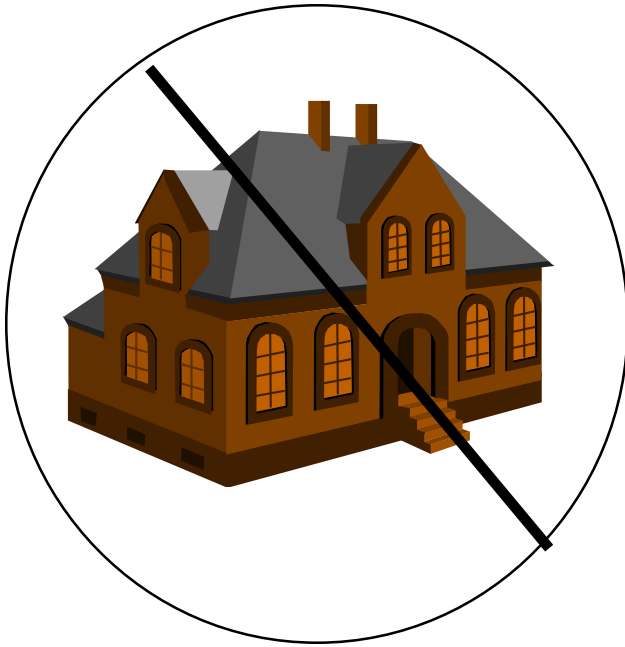


- Documents are boldly marked with the highest classification
- Individual Paragraphs have markings: (C), (S), (TS)
- Use the Program Security Classification Guide
- If you believe information is over-classified, contact the Security Office for help

Classified Information:

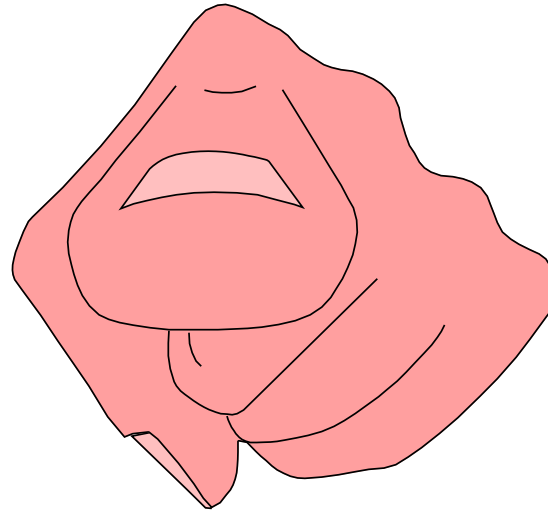
- Must never be left unattended.
- Must never be discussed in public places.
- Must be discussed on secure telephones or sent via secure faxes.
- Must be under the control of an authorized person.
- Stored in an approved storage container.
- Never be processed on your computer unless approved by the Designated Approval Authority.





Classified Material may *only* be released from the facility after obtaining proper approval from the Security Officer.

It is **your personal responsibility** to know that the person you are dealing with is **both properly cleared** and has a **need to know.**



You must **never reveal or discuss classified** information with anyone other than those that are **properly cleared and have a need to know.**

CLEARANCE

Administrative action, usually involving a form of background investigation.

+

NEED TO KNOW

Duties that require you to work with classified material.

=

ACCESS

Availability of classified material/information.

PUBLIC RELEASE OF INFORMATION

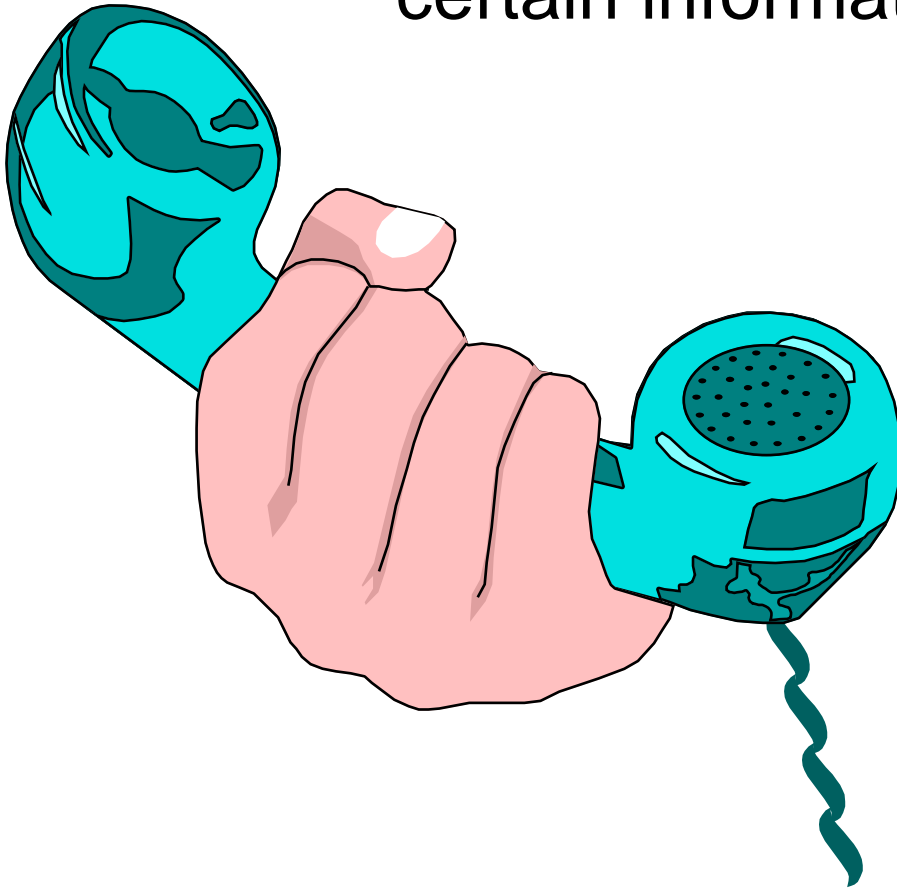
Public release of Government information must first be approved by the Public Affairs Office.



"I don't understand #11 . . .
Thou shalt report..."

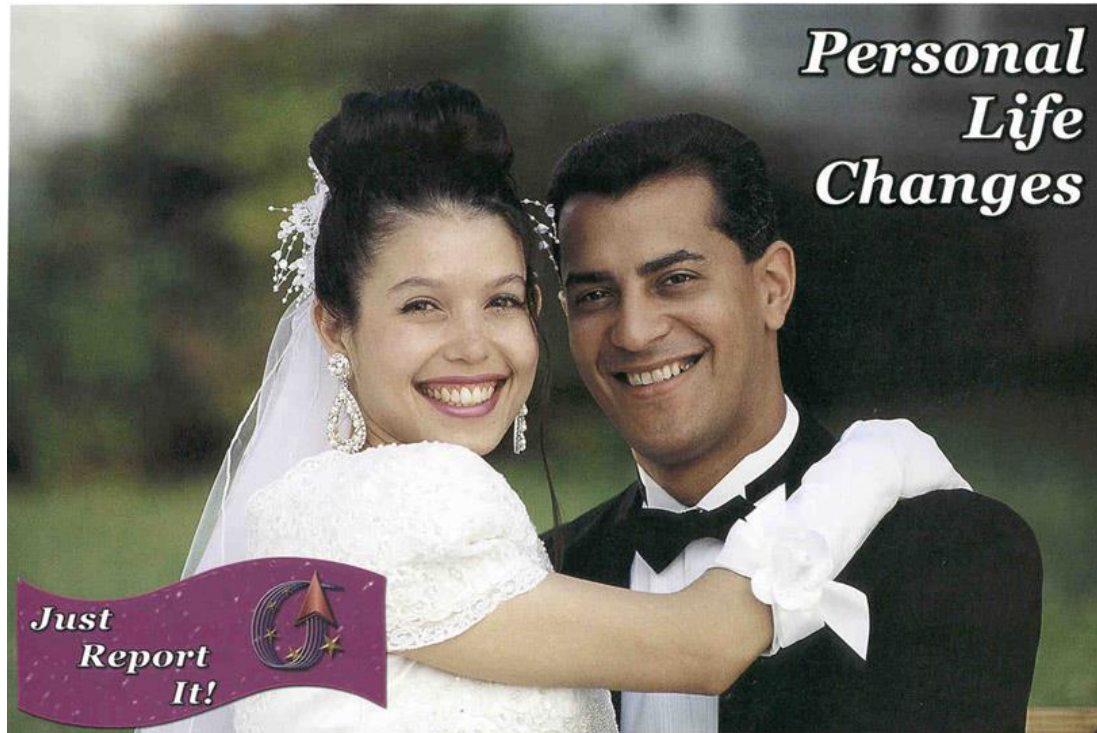


YOU are responsible for reporting certain information to Security.



You must report...

Change of:



Name

Marital Status

Citizenship

You must report...



Adverse information concerning yourself, a fellow employee, or a visitor. Adverse information is information which may indicate that permitting access to 1) classified, 2) sensitive but unclassified, or 3) proprietary information is not in the best interest of the U.S... This includes any recent convictions, arrests, or any major financial difficulties, etc.

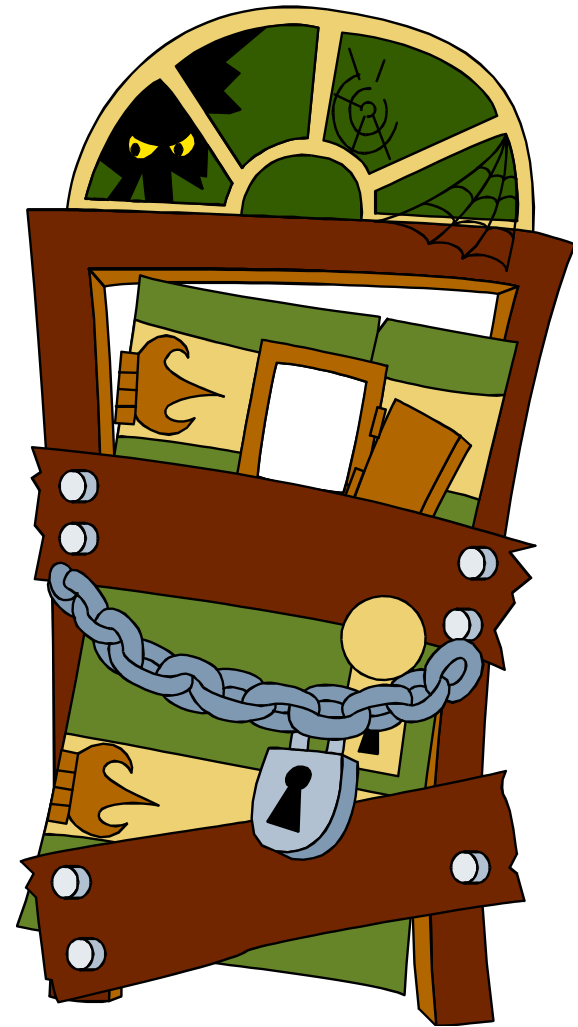
You must report...

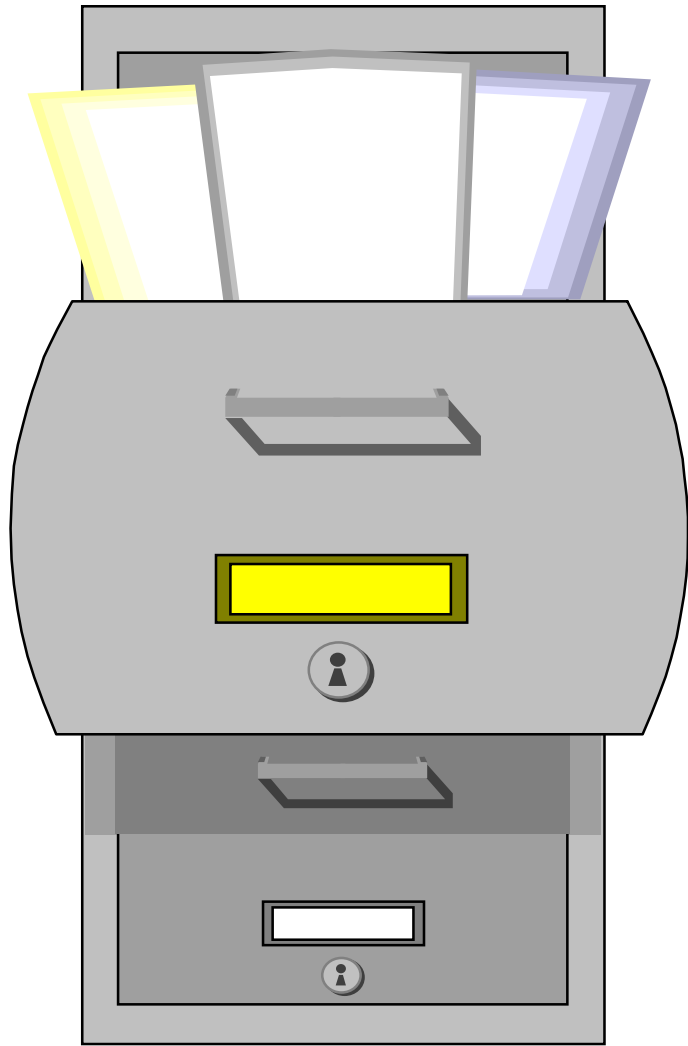
All contacts with known or suspected intelligence officers from any country, or any contact which suggests the employee may be the target of an attempted exploitation by the intelligence services of another country.



You must report...

Loss, compromise, (or suspected loss or compromise) of classified or proprietary information, including evidence of tampering with a container used for storage of classified or proprietary information.





You must report...

If you find an unlocked security container which is unguarded or left unlocked after-hours.

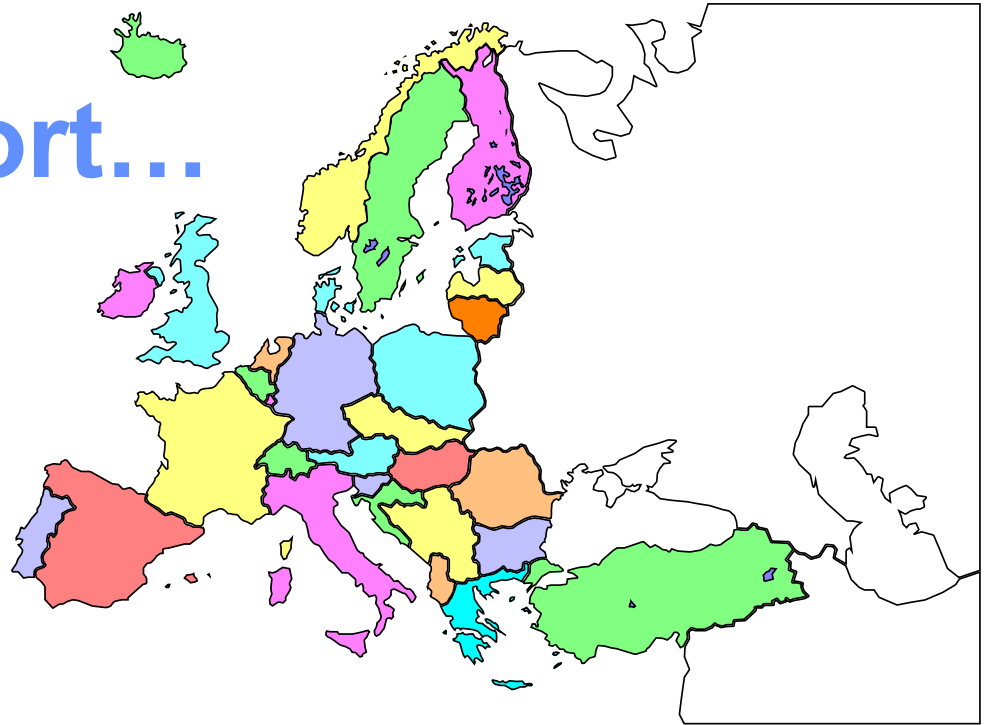
You must report...



If a member of your immediate family (or your spouses immediate family) takes up residence outside the United States, or if you acquire relatives (through marriage) who are residents or citizens of a foreign country.



You must report...



NOTIFY YOUR

SECURITY REPRESENTATIVE OF

EMPLOYMENT BY A FOREIGN INTEREST.



Foreign Interest:

A foreign government

Any business enterprise organized under the laws of any country other than the U.S. or its possessions.

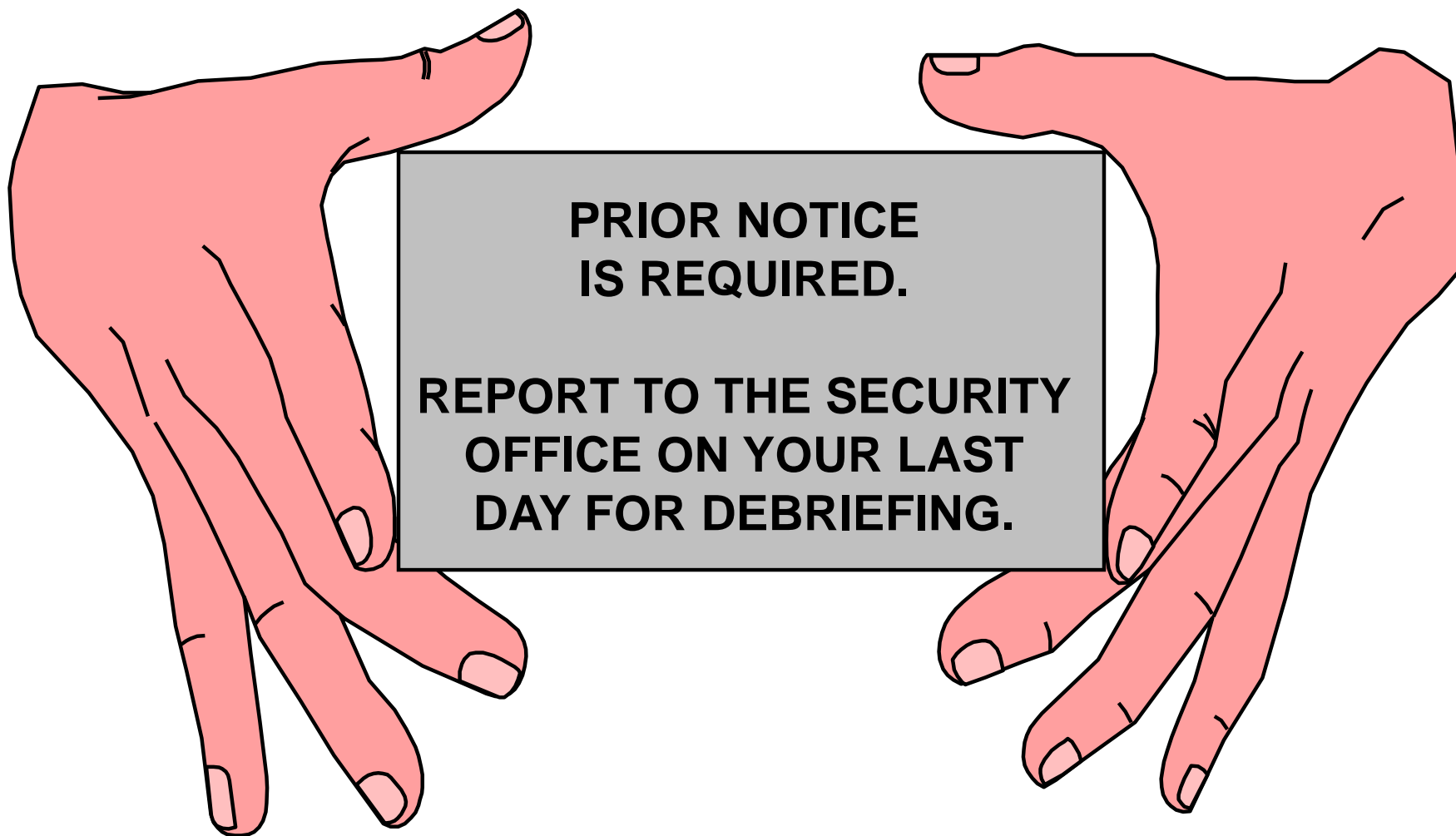
Any form of business enterprise which is owned or controlled by a foreign government, firm, corporation or person.

Any person who is not a citizen or national of the U.S.

You must report...

**ALL LOST BADGES MUST BE
IMMEDIATELY
REPORTED TO SECURITY**

TERMINATING EMPLOYMENT / LEAVE OF ABSENCE



Protecting Yourself in an Uncertain World

- When traveling on company business or for personal reasons, plan and prepare well.
- Develop a personal travel plan and give it to your security officer and family.
- Learn about the culture, customs and laws of countries you visit.



Protecting Yourself in an Uncertain World

- When traveling on company business or for personal reasons, plan and prepare well.
- Develop a personal travel plan and give it to your security officer and family.
- Learn about the culture, customs and laws of countries you visit.



Unfortunately, just existing in today's world equals exposure to the threat of terrorism.



Traveling abroad carries a potentially higher threat level but we are not immune in the United States.

When traveling overseas, be cautious about providing information about yourself and your Company to those you do not know. The **wrong response** could place you in **serious jeopardy**.



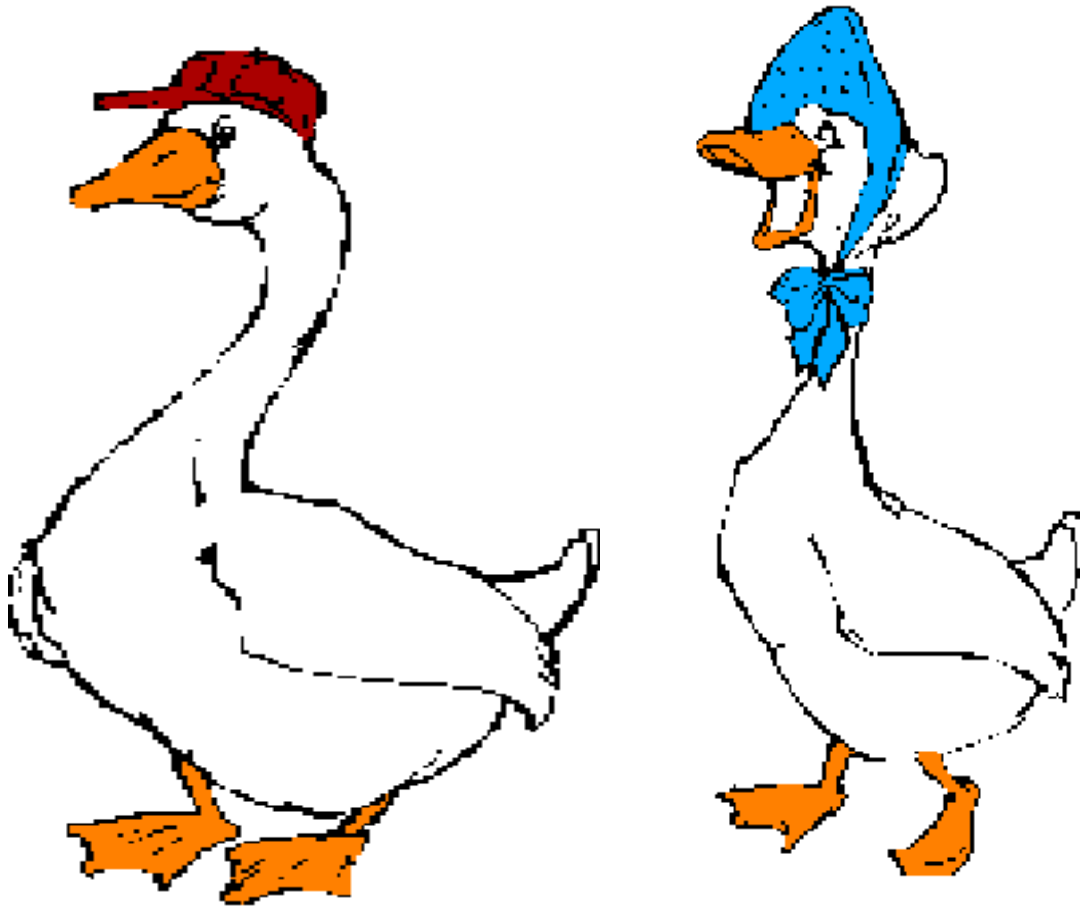


Maintain a low profile.

Don't attract attention to any official US Government affiliation.



Be careful of visitors or callers. When staying in a hotel, identify visitors to your room before opening the door. If in doubt, call the hotel desk.



Use the “BUDDY” system.

(when exploring in unfamiliar places)



Espionage



FBI file

Robert Phillip Hanssen

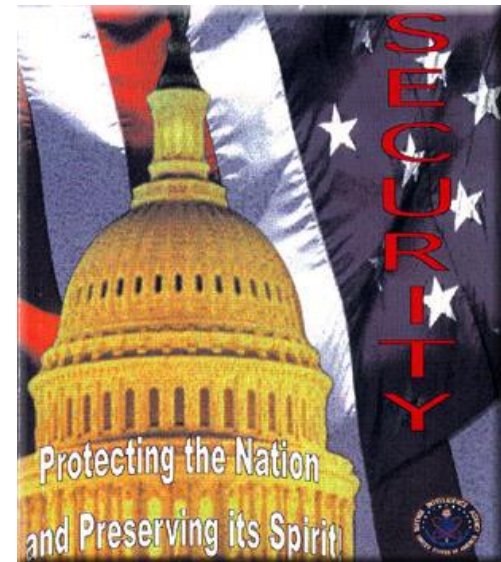
The role of the spy, “the Secret Agent”, has become so sensationalized and exaggerated that it is very easy to think that spies exist only in the minds of fiction writers, that spying belongs in the same category as science fiction and westerns.

**DON'T BELIEVE
IT!**

Testimony before the Senate Subcommittee on Counter- Intelligence - January 28, 1998

"I want to emphasize that the 'fall of communism' has not reduced the level or amount of espionage and other serious intelligence activity conducted against the United States. In many cases, the targets have not changed at all..."

Louis Freeh, Director
Federal Bureau of Investigation



Vigilance is the Word of the Day

In America's history, the breaking of the Japanese secret code helped bring U.S. victory in the Pacific during World War II. On the other hand, the loss of key U.S. secrets greatly aided the interests of the Soviet Union. Today, theft of U.S. technology and key Industrial proprietary information can put us out of business. Spy craft is no game.



Your future WILL be affected if you become involved in illegal acts!

Security Violations Bring Disciplinary Actions

Minor Violations MAY Include:

- Verbal Counseling
- Written Counseling

Major Violations MAY Include:

- Same as minor violations
- Loss of your security clearance
- Arrest
- Imprisonment or fines



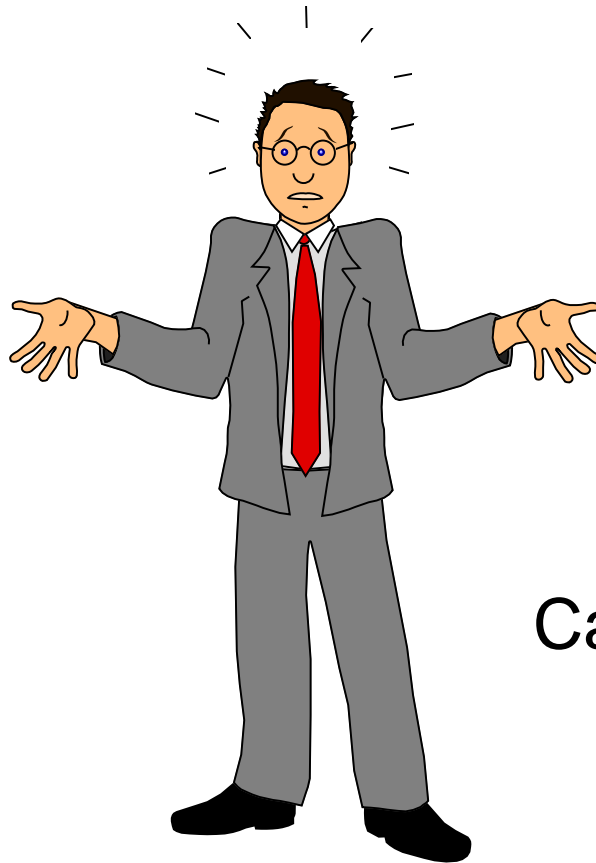


**“All I did was give a friend
of mine some information
on a competitor’s proposal.”**

**Be familiar with your security responsibilities --
ignorance does not excuse you from disciplinary action
or criminal prosecution should an infraction/violation occur.**

UNDERSTAND YOUR RESPONSIBILITIES!

Questions regarding how all this applies to **your** work?



Call the Security Officer.



If at any time you are

UNSURE

on what you can or can't do

CHECK WITH THE

SECURITY OFFICE!

NATIONAL SECURITY

Something of Value . . .



is something worth protecting!

Security Aware! 015

Certificate of Completion

Let it be known that

Has successfully completed the

2021 Security Briefing

Signature

Verified by