

Certificate of Training

NATIONAL SECURITY INFORMATION

ANNUAL BRIEFING

MEMORANDUM FOR THE RECORD

This memorandum, thereby, acknowledges that I have received and successfully completed the annual National Security Information briefing. I fully understand my responsibilities in the protection of National Security Information (Classified Information).

The following areas were covered:

- \$ Identification of Eastern Regional Security Points of Contact
- \$ SF 312 - Non-disclosure Agreement (Life Long Contract with the U.S. Government)
- \$ Improper Disclosure Penalties
- \$ The Threat
- \$ Marking Documents
- \$ Declassification Of Classified Materials
- \$ Accountability, Control and Access Of Classified Materials
- \$ Storage of Classified Materials
- \$ Combination Change Requirements for Secured Containers (GSA Approved Containers)
- \$ Transmission Of Classified Materials
- \$ Reproduction Of Classified Materials
- \$ Destruction Requirements For Classified Materials
- \$ Oversea Travel Requirements For Cleared Employees
- \$ Incident Reporting Requirements
- \$ End of The Day Checks

DOC/_____/_____/_____
Organization/Agency

Printed Name

Social Security Number

Duty Station City / State

Signature

Date

Please Fax the completed and signed form of acknowledgment to The Eastern Regional Security Office Fax (757) 441-3422, Attention Carroll Ward, Regional Security Officer...No Cover Sheet Required. Voice (757) 441-3431.