



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Always Ready, Always There

G-3

Personnel Security & Passports

MSG Christine L. Underwood
State Personnel Security Manager / DoD Military Passport Acceptance Agent

christine.l.underwood3.mil@mail.mil

Office 405-228-5553

BB 405-570-7192

VACANT

State Security Specialist

mil@mail.mil

Office 405-228-

SGT Matthew C. Rau
State Security Specialist
matthew.c.rau.mil@mail.mil

Office 405-228-5266



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Information

- **2 YEARS** from your discharge or retirement your Security clearance will change to a “Loss of Jurisdiction”, simply meaning the US Army no longer authorizes you access to Classified information based upon **their** determination of eligibility. Your investigation remains valid as long as you continue in some form **FEDERAL** of service within 2 yrs. from your separation from the OKARNG.
- When you come through my station I will give you your investigation date – your investigation is what civilian employers are looking for!
 - T1/NACI Investigations – Good for 15 yrs.
 - T3-T3R/NACLC or ANACI Investigations – Good for 10 yrs.
 - T5-T5R/SSBI, PPR or SBPR Investigations – Good for 6 yrs.



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Information

- Due to the Law of Reciprocity – Other agencies may use our investigation to meet their Clearance requirements
- Many of you may have Security Clearances and do not realize it.
- As of 2005, HSPD-12 mandated that every Soldier entering into the service must possess a clearance in order to obtain a CAC. Therefore, investigations were initiated during the enlistment process through MEPS.
- The forms we are about to go over and that you will sign in front of me will be kept on file for a minimum of 50 years. (They will be stored in your iPERMS file).



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Outline of General Content Oral Security Debriefing

OUTLINE OF GENERAL CONTENT ORAL SECURITY DEBRIEFING *(Part of Security Termination Statement)*

1. PURPOSE OF DEBRIEFING. a. To establish that the individual does in fact understand the implications, to national security, and to him/her self, of the duties and requirements which he/she has read.
 - b. To emphasize to the individual that he/she was afforded access to classified information solely because of his/her "need-to-know" in the performance of official duties; that this information was entrusted, as well as officially charged to him/her, and that his/her impending separation, in no way lessens his/her responsibilities and liabilities - for ensuring that the classified knowledge acquired is not divulged in any manner to an unauthorized person or agency.
2. SERIOUS NATURE OF THE SUBJECT MATTER WHICH REQUIRES PROTECTION. Emphasize to the individual that classified information is defined and described in the pertinent statutes and regulations which he/she has read. As an illustration, cite the fact that **SECRET** defense information is "information or material the unauthorized disclosure of which **COULD RESULT IN SERIOUS DAMAGE TO THE NATION**". Where the individual has had access to **TOP SECRET, RESTRICTED DATA**, compartmented information, cite the specific definition(s) and description(s) and emphasize that such material is even more serious in nature.
3. NEED FOR CAUTION AND DISCRETION. a. Emphasize to the individual that the responsibility is HIS/HERS to specifically establish that a person or agency requesting any classified information is officially authorized (**NEED TO KNOW**) that information; that if he/she is leaving the service (includes civilian employees), absolutely no other person or agency is authorized the classified information.
 - b. Emphasize to the individual that the mere fact that he/she reads a newspaper which appears to contain classified information in no way authorizes him/her to confirm or deny the item. Explain that good "guesses" frequently are reflected in the news media, but bad "guesses" and incorrect information also are included.
 - c. Caution the individual that history records a number of cases involving unauthorized disclosures in clubs and at social gatherings which have been reported and which resulted in punitive action.
4. SUMMARY. Specifically ask the individual if he understands what he/she has read and what he/she is about to sign. Based on his/her response (and questions he/she may raise) re-emphasize the content of the Security Termination Statement.



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Oral Debriefing

- **Purpose:** Is to establish that you in fact understand the implications, to national security, and to yourself, in regards to the statutes and regulations listed below.
 - Espionage Laws: Title, U.S. Code, Sections 793, 794, 798 (“temporary extension of Section 794”)
 - Internal Security Laws: Title 50, U.S. Code, Section 783.
 - DoD Regulation 5200.1-R, AR 380-5
 - Additionally applicable to Personnel who had access to RESTRICTED DATA: Atomic energy Act of 1954: Title 42, U.S. Code, Sections 2014, 2162, 2274, 2275, 2276 and 2277 and AR 380-150
- As a Soldier of the OKARNG you were afforded access to classified information solely because of your “need-to-know” and in the performance of official duties; this information was entrusted and officially charged to you; please understand even though you are separating from the service this in no way lessens your responsibilities and liabilities for ensuring that the classified knowledge acquired is not divulged in any manner to an unauthorized person or agency.
- **PLEASE UNDERSTAND THE SERIOUSNESS IN NATURE THAT ALL CLASSIFIED INFORMATION REQUIRES PROTECTION BY YOU.**



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

(Cont.) Oral Debriefing

- **SECRET** defense information is “information or material that the unauthorized disclosure **COULD RESULT IN SERIOUS DAMAGE TO THE NATION**”.
- **TOP SECRET, RESTRICTED DATA, Compartmented** information is even more serious in nature and **COULD RESULT IN EXTREME DAMAGE TO THE NATION**”.
- **NEED FOR CAUTION AND DISCRETION.** It is your responsibility to specifically establish that a person or agency requesting information is officially authorized (**NEED-TO-KNOW**) that information. If you are leaving the service you need to understand that absolutely no other person or agency is authorized any type of classified information that you have been exposed to.
- **PII AND PHI** – Please remember both of these are security classifications, therefore if any of you have documents in your possession that have this information on it, it must be turned into the unit prior to your separation.



Always Ready, Always There

JOINT FORCE HEADQUARTERS
OKLAHOMA NATIONAL GUARD

(Cont.) Oral Debriefing

- Please understand that if you read a news article or see something on TV that appears to contain classified information that this in no way authorizes you to confirm or deny this information for anyone or any agency. Often these articles are guesses by the news media and can easily be used to draw out facts from personnel.
- **WARNING:** History records show a number of cases where unauthorized disclosures have happened in clubs and social gatherings which have been reported and resulted in punitive action.
- Any questions?????



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Always Ready, Always There

DA 2962 Security Termination Statement



SECURITY TERMINATION STATEMENT For use of this form, see AR 380-5; proponent agency is OACG.		DATE Today's Date
FROM (Originating Installation):		
TITLE:		
NAME (Last, first, middle initials) NO. 1 (NOR); JCH-12		SOCIAL SECURITY NUMBER 1-23-45-6789
PART II - REFERENCES		
<p>A. APPLICABLE TO ALL PERSONNEL WHO HAVE HAD ACCESS TO DEFENSE INFORMATION:</p> <p>(1) COMMONWEALTH, TITLE 10 U.S. CODE, SECTIONS 793, 794, AND 796 / (Foreign Discharge) (Discharge) (M)</p> <p>(2) INTERNAL SECURITY LAWS, TITLE 50, U.S. CODE, SECTION 793</p> <p>(3) DOD REGULATION 5200.1-R, AR 380-5</p>		
<p>B. ADDITIONALLY APPLICABLE TO PERSONNEL WHO HAVE HAD ACCESS TO INFORMATION:</p> <p>(1) ATOMIC ENERGY ACT OF 1954 - TITLE 42, U.S. CODE, SECTIONS 2014, 2162, 2274, 2275, 2276, AND 2277</p> <p>(2) AR 380-150</p>		
C. OTHER (Specify):		
PART III - SECURITY TERMINATION AND DEBRIEFING STATEMENT		
<p>I, the undersigned, that I have read the applicable material for the level of security information to which I have had access, and I understand that the release of classified information to an unauthorized person or agency is prohibited and punishable by law. My initials below attest to the level of access which I have had and to the applicable material, as identified in Reference, which I have read:</p>		
INITIALS	EXTENT OF ACCESS	
_____	a. TOP SECRET/ SECRET/ CONFIDENTIAL (Foreign Discharge) (Discharge) (M)	
_____	b. RESTRICTED DATA (Foreign Discharge) (Discharge) (M)	
_____	c. Other (Specify):	
<p>2. I do not have classified material in my possession.</p> <p>3. I will not divulge classified information orally, in writing, or by any other means, to an unauthorized person or agency.</p> <p>4. I will immediately report to the Federal Bureau of Investigation, my superior command, or other military authority, as appropriate, any attempt to use, reproduce, or access information classified for protection.</p> <p>5. I understand and acknowledge immediately prior to this statement is compliance of this Security Termination Statement.</p>		
DISTRIBUTION: FBI & DOJ FILE (A-5000) LOCAL SECURITY FILE	SIGNATURE	

DA FORM 2962, SEP 1977

EDITION OF 1 JAN 81 MAY BE USED.



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

DA 2962 Instructions

- **Fill out Top portion Part I - Basic Information**

- **Date:** Today's date
- **From:** JFHQ
- **Name:** Last, First, Middle initial
- **Grade:** Your current Grade
- **Social Security Number:** List your Full SSN

- **Part II – References listed on form**

- **Note:** You will get a copy of this form for future reference



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

(Cont.) DA 2962 Instructions

•Part III – Security Termination and Debriefing Statement.

• **STATEMENTS YOU ARE AGREEING TO BY INITIALING AND SIGNING THIS FORM:**

1. You are acknowledging that you have read the applicable material for the level of classified information to which you have had access, and you understand that the revealing of classified information to an unauthorized person or agency is prohibited and punishable by law. Your initials on this form attest to the level of access which you have had and to the applicable material, as identified in References, which you have read.
2. You do not have classified material or documents in your possession.
3. You will not divulge classified information orally, in writing, or by any other means, to an unauthorized person or agency.
4. You will immediately report to the Federal Bureau of Investigation, your superior/commander, or other military authority, as appropriate, any attempt by an unauthorized person or agency to obtain classified information.
5. You received an oral debriefing (previous slides and in handout), immediately prior to the execution (i.e. signature) of this Security Statement.



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

(Cont.) DA 2962 Instructions

- **(Cont.) Part III – Security Termination and Debriefing Statement.**
 - I will provide Extent of Access Information when you come through my station
 - **Signature:** You will sign this form in front of me at my station



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

Always Ready, Always There

SF 312 Classified Information Nondisclosure Agreement

CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT AN AGREEMENT BETWEEN (Name of Individual - Printed or Typed) AND THE UNITED STATES

1. Intending to be legally bound, I hereby accept the obligations contained in this Agreement in consideration of my being granted access to classified information. As used in this Agreement, classified information is marked or unmarked classified information, including oral communications that is classified under the standards of Executive Order 13526, or under any other Executive order or statute that prohibits the unauthorized disclosure of information in the interest of national security, and unclassified information that meets the standards for classification and is in the process of a classification determination as provided in sections 1.1, 1.2, 1.3 and 1.4(e) of Executive Order 13526; or under any other Executive order or statute that requires protection for such information in the interest of national security. I understand and accept that by being granted access to classified information, special confidence and trust shall be placed in me by the United States Government.

2. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of classified information, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.

3. I have been advised that the unauthorized disclosure, unauthorized retention, or negligent handling of classified information by me could cause damage or irreparable injury to the United States or could be used to advantage by a foreign nation. I hereby agree that I will never divulge classified information to anyone unless: (a) I have officially verified that the recipient has been properly authorized by the United States Government to receive it; or (b) I have been given prior written notice of authorization from the United States Government (Department or Agency, (Inspector Department or Agency) responsible for the classification of information or last granting me a security clearance that such disclosure is permitted. I understand that if I am uncertain about the classification status of information, I am required to confirm from an authorized official that the information is unclassified before I may disclose it, except to a person as provided in (a) or (b), above. I further understand that I am obligated to comply with laws and regulations that prohibit the unauthorized disclosure of classified information.

4. I have been advised that any breach of this Agreement may result in the termination of any security clearances I hold; removal from any position of special confidence and trust requiring such clearances; or termination of my employment or other relationship with the Department or Agencies that granted my security clearance or clearances. In addition, I have been advised that any unauthorized disclosure of classified information by me may constitute a violation, or violations, of United States criminal laws, including the provisions of sections 851, 793, 794, 798, 952 and 1624, title 18, United States Code; the provisions of section 793(a), title 50, United States Code; and the provisions of the Intelligence Identities Protection Act of 1962. I recognize that nothing in this Agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation.

5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of classified information not consistent with the terms of this Agreement.

6. I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement.

7. I understand that all classified information to which I have access or may obtain access by signing this Agreement is now and will remain the property of, or under the control of the United States Government unless and until otherwise determined by an authorized official or final ruling of a court of law. I agree that I shall return all classified materials which have, or may come into my possession or for which I am responsible because of such access: (a) upon demand by an authorized representative of the United States Government; (b) upon the conclusion of my employment or other relationship with the Department or Agency that last granted me a security clearance or that provided me access to classified information; or (c) upon the conclusion of my employment or other relationship that requires access to classified information. If I do not return such materials upon request, I understand that this may be a violation of sections 793 and/or 1624, title 18, United States Code, a United States criminal law.

8. Unless and until I am released in writing by an authorized representative of the United States Government, I understand that all conditions and obligations imposed upon me by this Agreement apply during the time I am granted access to classified information, and all times thereafter.

9. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect.

10. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

(Continuation reverse.)

NON 2501-01-250-858
Previous edition not usable.

STANDARD FORM 312 (Rev. 7-2013)
Prescribed by GSA
32 CFR PART 201.86 E.O. 13526

11. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 13526 (75 Fed. Reg. 7077), or any successor thereto section 7211 of title 5, United States Code (governing disclosures to Congress), section 103A of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosures to Congress by members of the military), section 2322(b) (6) of title 6, United States Code, as amended by the Whistleblower Protection Act of 1989 (governing disclosures of illegality, waste, fraud, abuse or public health or safety issues), the Intelligence Identities Protection Act of 1962 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), sections 7(c) and 84 of the Inspector General Act of 1978 (5 U.S.C. App.) (relating to disclosures to an Inspector General, the Inspector General of the Intelligence Community, and Congress); section 103(a)(3) of the National Security Act of 1947 (50 U.S.C. 403-3(a)(3)) (relating to disclosures to the Inspector General of the Intelligence Community), sections 77(d)(5) and 177(c) of the Central Intelligence Agency Act of 1949 (50 U.S.C. 403(d)(5) and 403(c)(6)) (relating to disclosures to the Inspector General of the Central Intelligence Agency and Congress) and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, 952 and 1624 of title 18, United States Code, and section 4 (a) of the Subversive Activities Control Act of 1950 (50 U.S.C. section 7803(a)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

12. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me the Executive Order and statutes referenced in this agreement and its implementing regulation (32 CFR Part 2001, section 2001-20(d)(2)) so that I may read them at this time, if I so choose.

NOT APPLICABLE TO NON-GOVERNMENT EMPLOYEE, SIGNING THIS AGREEMENT:

SIGNATURE DATE SOCIAL SECURITY NUMBER (Use Only Below)

ORGANIZATION IF CONTRACTOR, LICENSEE, GRANTEE OR AGENT, PROVIDE: NAME, ADDRESS AND, IF APPLICABLE, FEDERAL SUPPLY CODE (Mandatory - Type or print)

WITNESS		ACCEPTANCE	
THE EXECUTION OF THIS AGREEMENT WAS WITNESSED BY THE UNDERSIGNED.		THE UNDERSIGNED ACCEPTED THIS AGREEMENT ON BEHALF OF THE UNITED STATES GOVERNMENT.	
SIGNATURE	DATE	SIGNATURE	DATE
NAME AND ADDRESS (Type or print)		NAME AND ADDRESS (Type or print)	

SECURITY DEBRIEFING ACKNOWLEDGEMENT

I affirm that the provisions of the espionage laws, other federal criminal laws and executive orders applicable to the safeguarding of classified information have been made available to me; that I have returned all classified information in my custody; that I will not communicate or transmit classified information to any unauthorized person or organization; that I will promptly report to the Federal Bureau of Investigation any attempt by an unauthorized person to solicit classified information; and that I (have) (have not) (strike out inappropriate word or words) received a security briefing.

SIGNATURE OF EMPLOYEE DATE

NAME OF WITNESS (Type or print) SIGNATURE OF WITNESS

NOTICE: The Privacy Act, 5 U.S.C. 552a requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what use will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Public Law 104-124, April 28, 1989. Your SSN will be used to identify you precisely when it is necessary to verify that you have access to the information indicated above or to determine that your access to the information indicated has been terminated. Furnishing your Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent you being granted access to classified information.

STANDARD FORM 312 BACK (Rev. 7-2013)



JOINT FORCE HEADQUARTERS OKLAHOMA NATIONAL GUARD

SF 312 Instructions

• Fill out Top portion :

- An Agreement Between _____ And the United States

• Skip to bottom portion of Page 2 “Security Debriefing Acknowledgement”

- You reaffirm that the provisions of the espionage laws; other federal criminal laws and executive orders applicable to the safeguarding of classified information have been made available to you; that you have returned all classified information in your custody; that you will not communicate or transmit classified information to any unauthorized person or organization; that you will promptly report to the Federal Bureau of Investigation any attempt by an unauthorized person to solicit classified information and that you HAVE received a security debriefing.
- You will sign and date this form in front of me at my station today. I will witness it and provide you a copy of it for future reference.



JOINT FORCE HEADQUARTERS
OKLAHOMA NATIONAL GUARD

QUESTIONS?

