

# NORTH ATLANTIC TREATY ORGANIZATION (NATO) SECURITY BRIEFING

Upon being granted authorization to access North Atlantic Treaty Organization (NATO) classified information, I acknowledge by my signature below that I am aware of the following requirements, which must be followed regarding the use of NATO classified information:

1. **NATO:** The acronym is applied to classified information that represents military, political, and economic data, circulated with NATO and by NATO, regardless if the information originates within the organization itself, or is received from a member nation(s).
2. **MARKING:** NATO classified material is conspicuously identified by marking "NATO" on the top and bottom of the material in addition to the overall classification of the document (e.g., SECRET/NATO). This signifies that the document is the property of NATO. A TOP SECRET document that is NATO is marked and identified as "TOP SECRET/COSMIC." When NATO information is considered "UNCLASSIFIED," the document is marked "NATO/UNCLASSIFIED".
3. **PREPARATION:** Except for COSMIC TOP SECRET material, permission is not required for inclusion of references, extracts, or paraphrases taken from other NATO classified documents, when necessary for contractor generated documents in the performance of a NATO contract. When NATO classified information is included in other documents, the NATO classified information must be identified within the document by marking each paragraph with the appropriate NATO marking, such as "S-NATO." In addition, a statement will be included on the cover or first page that reads, "THIS DOCUMENT CONTAINS NATO (*insert classification level*) INFORMATION."
4. **REPRODUCTION:** Reproduction of NATO material is authorized in accordance with present procedures. In the case of COSMIC TOP SECRET information, the contractor shall forward reproduction requests to the Central U.S. Registry (CURS) for approval.
5. **ACCESS:** Access to NATO classified information is granted to U.S. citizens having a need-to-know and a final government security clearance. Access is not granted to immigrant aliens, regardless of clearance. An interim TOP SECRET clearance is valid for access at the SECRET and CONFIDENTIAL level only. U.S. citizens who require access to NATO RESTRICTED information must have a need-to-know for the information, but a security clearance is not required.
6. **STORAGE:** All NATO material, regardless of classification, must be stored in a container approved for the storage of TOP SECRET, SECRET or CONFIDENTIAL information, as applicable. All NATO material shall be stored separately (to the extent possible) within an approved container. The combination to the container or storage facility must be changed annually or earlier if an individual having knowledge of the combination transfers or terminates employment.
7. **TRANSMISSION:** When SECRET or CONFIDENTIAL NATO classified information is prepared for transmission, the inner container must be marked "NATO," in addition to the overall classification. TOP SECRET information is marked "COSMIC" in addition to being marked TOP SECRET. Transmission of NATO SECRET or NATO CONFIDENTIAL material within the U.S. and its territories must be mailed via U.S. Registered Mail. Documents classified NATO RESTRICTED shall be packaged and mailed as U.S. First Class Mail, and may be single wrapped.
8. **DESTRUCTION:** NATO documentation may be destroyed in accordance with existing procedures, unless otherwise indicated by the releasing agency.
9. Only individuals who have been given this briefing are authorized to have access to NATO classified information, to include the combination of containers where the material is stored.

10. I am also aware of my continuing individual security responsibility for safeguarding NATO classified information. Further, that when I am in a NATO country, I am subject to the laws of that country pertaining to handling of classified information.

*I certify that I have read and understand the above information and agree to comply with the requirements that have been set forth.*

**NATO SECURITY BRIEFING/RE- BRIEFING CERTIFICATE**

PRINT FULL NAME (Employee)	SIGNATURE
POSITION / TITLE	DATE

BRIEFING OFFICER - PRINT NAME	SIGNATURE	DATE

**NATO SECURITY DEBRIEFING CERTIFICATE**

- I am aware that I am no longer authorized to receive or hold NATO information.
- Previous to the obligation which I incurred at the time of being authorized access to this information, I reaffirm that I will never hereafter divulge or discuss such information which I have acquired as an authorized recipient, unless required to do so by a competent authority.

*I certify that I have read and understand the above debriefing declaration and agree to comply with the requirements that have been set forth.*

EMPLOYEE (PRINT NAME)	SIGNATURE	DATE

## NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION FOR THE BRIEFER

### INTRODUCTION

The North Atlantic Treaty Organization (NATO) was established in 1949 to promote wide cooperation among its members in the military, political, economic, and social fields. Members of NATO include:

- |                   |                 |                    |
|-------------------|-----------------|--------------------|
| 1. Albania        | 11. Greece      | 21. Portugal       |
| 2. Belgium        | 12. Hungary     | 22. Romania        |
| 3. Bulgaria       | 13. Iceland     | 23. Slovakia       |
| 4. Canada         | 14. Italy       | 24. Slovenia       |
| 5. Croatia        | 15. Latvia      | 25. Spain          |
| 6. Czech Republic | 16. Lithuania   | 26. Turkey         |
| 7. Denmark        | 17. Luxembourg  | 27. United Kingdom |
| 8. Estonia        | 18. Netherlands | 28. United States  |
| 9. France         | 19. Norway      | 29. Montenegro     |
| 10. Germany       | 20. Poland      |                    |

The term NATO classified information pertains to information that represents military, political, and economic data, circulated within NATO, including information received from member nations as well as information originated within the organization itself. However, classified information given by a member nation remains the property of the originating nation, even though it is circulated in a document belonging to NATO.

### NISPOM Briefing Requirements

Prior to gaining access to NATO classified information, employees must be given a NATO security briefing. In addition, all employees must be given an annual refresher briefing and when access to NATO classified information is no longer required, employees must be debriefed. Refer to NISPOM paragraph 10-706.

The requirements of these briefings reflect the security procedures established by the U.S. Security Authority for NATO for the safeguarding of NATO classified information in the possession of U.S. industry. These security measures apply whether the NATO classified information is in the possession of the prime contractor or the subcontractor. At a minimum, the briefings should cover NATO information security requirements and the consequences of negligent handling of NATO classified information. NATO briefings typically address the four following topics: marking, access, transmission, and individual responsibilities.

The NATO security briefing should be supplemented with a written short summary restating the main points covered. Briefed employees are required to sign a security briefing acknowledgment, reemphasizing the areas covered; especially the consequences of negligent handling of NATO classified material.

### MARKING REQUIREMENTS

The marking "NATO" on a document signifies that the document is the property of NATO. This marking applies to all copies of documents classified SECRET, CONFIDENTIAL, and RESTRICTED that are circulated within NATO. The marking "COSMIC" signifies that the NATO document is classified TOP SECRET and subject to special security controls.

Basic classification markings required by the NISPOM apply equally to NATO classified documents. For example, a NATO SECRET, CONFIDENTIAL, or RESTRICTED document must be marked "NATO" at the top and bottom, in addition to the classification markings. A TOP SECRET NATO document must be marked COSMIC at the top

and bottom, in addition to the TOP SECRET marking. Additional marking requirements for NATO documents are provided in NISPOM paragraph 10-709.

### **ACCESS REQUIREMENTS**

COSMIC TOP SECRET documents, NATO SECRET documents, and NATO CONFIDENTIAL documents must be protected according to the rules for TOP SECRET, SECRET, and CONFIDENTIAL material and all additional rules prescribed in the NISPOM. Only individuals who have the proper security clearance and an established need-to-know can access such materials.

If there are individuals holding interim security clearances among those being briefed, the security professional should inform them of the requirements that pertain to their access to NATO documents. Generally, interim TOP SECRET clearances are valid only for NATO material classified at the SECRET level and below. Interim SECRET clearances are not valid for access to NATO SECRET or CONFIDENTIAL material. A clearance is not expressly required for access to NATO RESTRICTED documents, but access should be provided only to employees whose work is necessary in support of a NATO program or contract.

### **TRANSMISSION PROCEDURES**

The transmission of NATO classified information within the United States must be carried out in accordance with the procedures set forth in the NISPOM. Minimum transmission requirements within the continental limits of the United States for NATO SECRET and NATO CONFIDENTIAL material are U.S. Registered Mail. NATO classified information may only be transmitted outside the United States with the approval of, and in accordance with, instructions issued by the contracting officer. The security educator should point out to employees that when they are in other NATO countries, they might be subject to the laws of those countries pertaining to the handling of classified information.

### **CLEARED EMPLOYEE RESPONSIBILITIES**

The briefer should also advise the employees of their continuing individual responsibilities for safeguarding NATO classified information. All NATO-briefed individuals should realize that negligent handling, carelessness, or indiscretion, as well as the action of hostile intelligence or subversive organizations, may compromise NATO classified information. Individuals mishandling NATO information can be prosecuted under the Espionage Law and other applicable federal criminal statutes.