

# Instructions for Completing and Submitting the SF-312

To finalize the processing of your security clearance, you are required to fill out and submit the Standard Form-312 Non-Disclosure Agreement. This form is an agreement between you and the United States Government, and it must be completed before you can gain access to classified information. By signing this form, you acknowledge the rules and statutes regarding the misuse and disclosure of information you may be exposed to while working in a cleared role.

**Please read the instructions below in their entirety before filling out your SF-312 to ensure your submission is accepted.**

Page 1

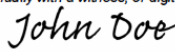
- Type your full name on the top blank line.

<b>CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT</b>		
AN AGREEMENT BETWEEN	John Doe	AND THE UNITED STATES
<i>(Name of Individual - Printed or typed)</i>		

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- The document must be printed and signed by you and the witness on the same day.
- Physically sign the first box labeled "Signature."
- Do not alter any dates in the document.
- Print or type your full Social Security Number in the appropriate box next to your signature and date.
- A public notary or a Northrop Grumman Corporation employee can serve as a witness.
- The witness will sign in the "Signature" block under "Witness."

\* NOT APPLICABLE TO NON-GOVERNMENT PERSONNEL SIGNING THIS AGREEMENT.

SIGNATURE <i>(May sign manually with a witness, or digitally, as prescribed by agency.)</i> 	DATE 05/15/2025	SOCIAL SECURITY NUMBER <i>(See Notice below)</i> 123-45-6789
ORGANIZATION (IF CONTRACTOR, LICENSEE, GRANTEE OR AGENT, PROVIDE: NAME, ADDRESS, AND, IF APPLICABLE, FEDERAL SUPPLY CODE NUMBER) <i>(Type or print)</i> NORTHROP GRUMMAN CORPORATION (5VCR2) 8710 FREEPORT PKWY., STE B2 IRVING, TX 75063		
WITNESS		ACCEPTANCE

## Witness Instructions

If witnessed by an NGC employee, they must include the information below:

- Their name
- "Northrop Grumman Corporation"
- The NGC facility address in the "Name and Address" box.

**If witnessed by a public notary:**

- They must sign in the “Signature” block.
- Stamp their official notary seal in the “Name and Address” box.
- Do not attach a separate notary certificate as it will be rejected.

WITNESS		ACCEPTANCE	
<b>THE EXECUTION OF THIS AGREEMENT WAS WITNESSED BY THE UNDERSIGNED.</b> <i>(Not applicable if candidate digitally signs above.)</i>		<b>THE UNDERSIGNED ACCEPTED THIS AGREEMENT ON BEHALF OF THE UNITED STATES GOVERNMENT.</b> <i>(May sign manually or digitally, as prescribed by agency.)</i>	
SIGNATURE <i>Jane Snuffy</i>	DATE 05/15/2025	SIGNATURE <i>[Signature]</i>	DATE 05/15/2025
NAME AND ADDRESS <i>(Type or print)</i> Jane Snuffy Northrop Grumman Corp. *** Address of NG Facility***		NAME AND ADDRESS <i>(Type or print)</i> JEREMY WENDELL NORTHROP GRUMMAN CORPORATION (5VCR2) ENTERPRISE SECURITY SHARED SERVICES 8710 FREEPORT PKWY., STE B2 IRVING, TX 75063	

**SECURITY DEBRIEFING ACKNOWLEDGEMENT**

**Additional Instructions**

- The “Security Debriefing Acknowledgement” section must be left BLANK and should not contain the “Do Not Sign This Portion” watermark. Ensure the watermark is not on the printed document and all of the dates match.

SECURITY DEBRIEFING ACKNOWLEDGEMENT	
I 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 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 debriefing.	
SIGNATURE OF EMPLOYEE <i>(May sign manually with a witness, or digitally, as prescribed by agency.)</i>	DATE
NAME OF WITNESS <i>(Type or print)</i> <i>(Not applicable if candidate digitally signs above.)</i>	SIGNATURE OF WITNESS <i>(Not applicable if candidate digitally signs above.)</i>
<b>NOTICE:</b> 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 uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Public Law 104-34 (April 28, 1996). Your SSN will be used to identify you precisely when it is necessary to certify 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 (REV. 12/2023) BACK**

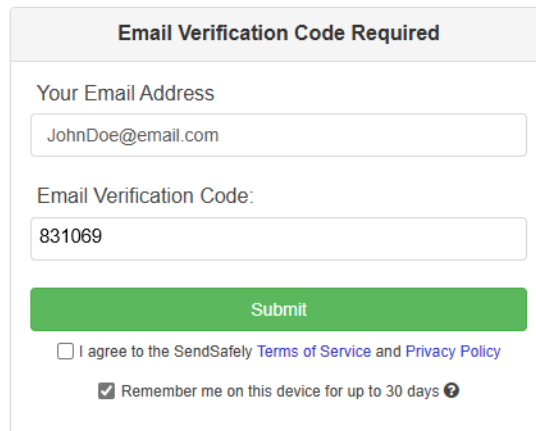
**Sending the SF-312**

You can Send the Document from your NGC email to [ESSS@ngc.com](mailto:ESSS@ngc.com).

- In the subject of the email, list your last name and MyID to ensure timely processing.
- The SF-312 must be a single file containing both pages and must be a PDF.

**If you're a pre-hire or do not have NGC network access:**

- Please visit the [SendSafely](#) link.
- Enter your email and press "Submit."
- Select: "Email me a one-time verification code."



**Email Verification Code Required**

Your Email Address

JohnDoe@email.com

Email Verification Code:

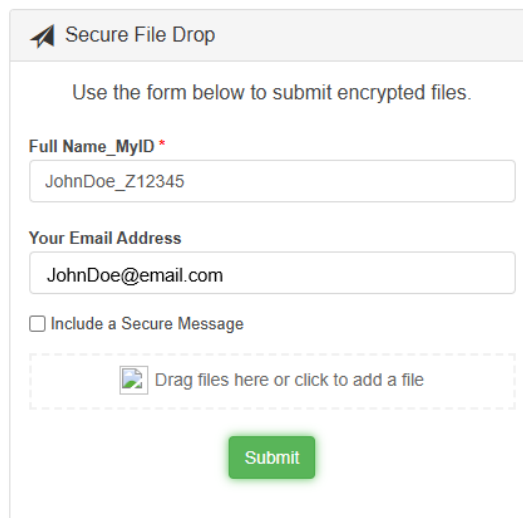
831069

**Submit**

☐ I agree to the SendSafely [Terms of Service](#) and [Privacy Policy](#)

☒ Remember me on this device for up to 30 days [?](#)

- Enter your Full Name and MyID.
- Drag and drop your SF-312 PDF.
- Press Submit.



**Secure File Drop**

Use the form below to submit encrypted files.


**Full Name\_MyID \***

JohnDoe\_Z12345

**Your Email Address**

JohnDoe@email.com

☐ Include a Secure Message

 Drag files here or click to add a file

**Submit**

[Click Here to Access the SF- 312](#)