

# SF-312 Instructions

You are required to fill out and submit the Standard Form 312 – Non-Disclosure Agreement (SF-312) to finalize processing of your security clearance. The SF-312 is an agreement between you and the United States Government. This form must be completed, and submitted, before you can gain access to privileged or 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.

The SF-312 must be filled out correctly. **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:

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

## Page 2

- Do not alter any dates in the document. The document must be printed and signed by you, and the witness on the same day.
- The document must be signed in front of a notary or Northrop Grumman employee.
- Physically sign the first box labeled “Signature”.
- Print or type your full Social Security Number in the appropriate box next to your signature and date.

Part 2001, section 2001-80(d)(2) so that I may read them at this time, if I so choose.

<small>NOT APPLICABLE TO NON-GOVERNMENT PERSONNEL SIGNING THIS AGREEMENT.</small>		
<small>SIGNATURE</small> <u>John Doe</u>	<small>DATE</small> 05/18/2023	<small>SOCIAL SECURITY NUMBER (See Notice Below)</small> 123-45-6789
<small>ORGANIZATION (IF CONTRACTOR, LICENSEE, GRANTEE OR AGENT, PROVIDE NAME, ADDRESS, AND, IF APPLICABLE, FEDERAL SUPPLY CODE NUMBER) (Type or print)</small> <b>NORTHROP GRUMMAN CORPORATION (5VCR2)</b> 8710 FREEPORT PKWY., STE B2 IRVING, TX 75063		

## Witness Instructions

- A public notary or a Northrop Grumman Corporation (NGC) employee can serve as a witness to signing your SF-312 form.
- The witness will sign in the “Signature” block under the word “Witness.”
- The witness date will be prepopulated. Do not alter the date. All dates must match the date of your signature, as this form is meant to be signed by you physically in front the witness.
- If a NGC employee is used as a witness, they will type or print their name, Northrop Grumman Corporation, and the NGC facility address in the box directly below their signature labeled “Name and Address.”

NAME AND ADDRESS (Type or Print) Jane Snuffy Northrop Grumman Corp *Address of NG Facility*  Or Notary Name and Notary Stamp	NAME AND ADDRESS (Type or Print) <b>JEREMY WENDELL</b> <b>NORTHROP GRUMMAN CORPORATION (5VCR2)</b> <b>ENTERPRISE SECURITY SHARED SERVICES</b> <b>8710 FREEPORT PKWY., STE B2</b> <b>IRVING, TX 75063</b>
<b>SECURITY DEBRIEFING ACKNOWLEDGEMENT</b>	

- If a public Notary is used as a witness, they will sign in the box labeled “Signature”. However, in the “Name and Address” block, they will stamp their official notary stamp and write their name.
- **A separate or “attached” Notary certificate is NOT acceptable. The stamp and notary signature must be placed inside the “Witness” block.**

### Additional Instructions

- **Do not sign or populate the “Security Debriefing Acknowledgement” section.**
- The Acceptance “Signature”, “Name and Address”, and the “Organization” blocks are prepopulated on SF-312. Do not alter this information.

### Sending the SF-312

The SF-312 must be a single file containing both pages. The SF-312 must be a PDF.

- If you are a Pre-hire, or do not have access to the Northrop Grumman Network:
  - Send the document using [SendSafely](#), a secure and encrypted method of file transfer.
  - Enter your email address and press “Submit”:

**What is your email address?\***

\*Your email address will only be used to verify your identity.

- Select “Email me a one-time verification code instead.”

Your Email Address

Login using your Google Account

Email me a one-time verification code instead


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

- Enter the emailed one-time passcode in the “Email Verification Code” box:

Your Email Address

Email Verification Code:

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


Remember me on this device for up to 30 days 

- Finally, Enter your Full Name and MyID
- Drag and drop your SF-312
- Press Submit

Full Name\_MyID \*

Your Email Address

Include a Secure Message

 Drag files here or click to add a file

sf-312-ii.pdf Completed x

- If you can send the document from your NGC Email address:
  - Email SF-312 to [ESSS@ngc.com](mailto:ESSS@ngc.com).
  - In the subject of the email, list your last name and MyID to ensure timely processing.

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