

OBLIGATIONS AND AWARENESS

32 CFR PART 117 – NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NIPSOM)

117.12(e) (6) Requires that we notify you that security procedures and duties applicable to your position requirements (*e.g.* marking and safeguarding of classified information) and criminal, civil, or administrative consequences that may result from the unauthorized disclosure of classified information, is applicable, even though you may not have signed the Non Disclosure Standard Form 312.

This resource sheet is provided as awareness of your responsibility to protect information provided to Northrop Grumman in the support of our business.

BOUND BY LAW

As a part of receiving your security clearance, you will be signing the Standard Form 312, a U.S. government Non-Disclosure Agreement. This document is a legally binding agreement between you and the United States Government. While there are a number of statutes mentioned in this agreement, there are two titles that provide specific punishments for violations. Disobeying any of the statutes of Title 18 or Title 50 can lead to: • Prison sentences, • fines, • or, both. You are encouraged to familiarize yourself with the statutes of these titles by visiting the sites shown.

Title 18: <http://uscode.house.gov/browse/prelim@title18&edition=prelim>

Title 50: <http://uscode.house.gov/browse/prelim@title50/chapter23&edition=prelim>

YOUR OBLIGATION

By signing the Standard Form 312, you are agreeing to accept a lifelong obligation to:

- Protect classified and sensitive information
- Submit any writing for pre-publication review
- Avoid unauthorized disclosure, retention, or negligent handling of sensitive information and materials.

You are also verifying, by your signature, that you understand the consequences of breaching this Non-Disclosure Agreement.

GOVERNMENT OWNED INFORMATION

There are two categories of government furnished information that require our protection.

- Unclassified
- Classified Information

Unclassified information, including For Official Use Only (FOUO) and Controlled Unclassified Information (CUI) should be secured in some manner at the end of the working day. This can be as simple as putting it in a desk drawer or as complicated as securing it in an approved safe or alarmed facility. Specific guidelines are available, be sure to check with your local Security Representative.

Classified information provided on a contract (Confidential, Secret or Top Secret, SI/TK, etc.), requires that individuals maintain positive control of material at all times. All government furnished materials, depending on the level, should be destroyed or returned to the customer when no longer needed or at contract completion. Coordinate with your local Security Representative for appropriate disposition.

Northrop Grumman is not permitted to disclose classified or unclassified information pertaining to a classified contract to the public without prior review and approval by the government customer. If you have a need to give a presentation or create brochures, promotional sales literature, reports to stockholders, or similar materials, on subject matter related to a classified contract, even if the final material will be unclassified, please submit your request through the Enterprise Public Release Online Clearance System (eProcs).

Classified information made public is not automatically considered unclassified. Northrop Grumman personnel shall continue the classification until formally advised to the contrary

Reporting Guidance [Resources – ReportingGuidance \(myngc.com\)](#)

[Protection of Unclassified Information \(myngc.com\)](#)

[Security Representatives \(myngc.com\)](#)

You can check [My Security \(northgrum.com\)](#) for an overview of your current status within the clearance process can be found under Clearance/Accesses Check your stat

Insider Threat Prevention [Insider Threat \(myngc.com\)](#)