

**Department of Commerce**  
**Office of Security**

***Information Security Debriefing***

**This concludes the  
Department of Commerce,  
Office of Security  
Security Debriefing.**

**Questions:  
Contact the Office of Security  
at (301) 713-0954**



**Ensure that all classified information in your possession, including memoranda, handbooks, manuals, working papers, handwritten notes, etc., are turned over to your security officer.**

**This includes any disks which contain classified information.**

**All of this information is U.S.  
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**The classified information you have had access to during your employment at the Department of Commerce may not be communicated or transmitted to any unauthorized person or organization.**

**Therefore, you cannot share classified information with any person who does not have a security clearance and a **NEED TO KNOW** in order to perform their official duties.**

**Special care should be taken to ensure that any material you write intended for open publication is properly screened to preclude any disclosure of classified information.**

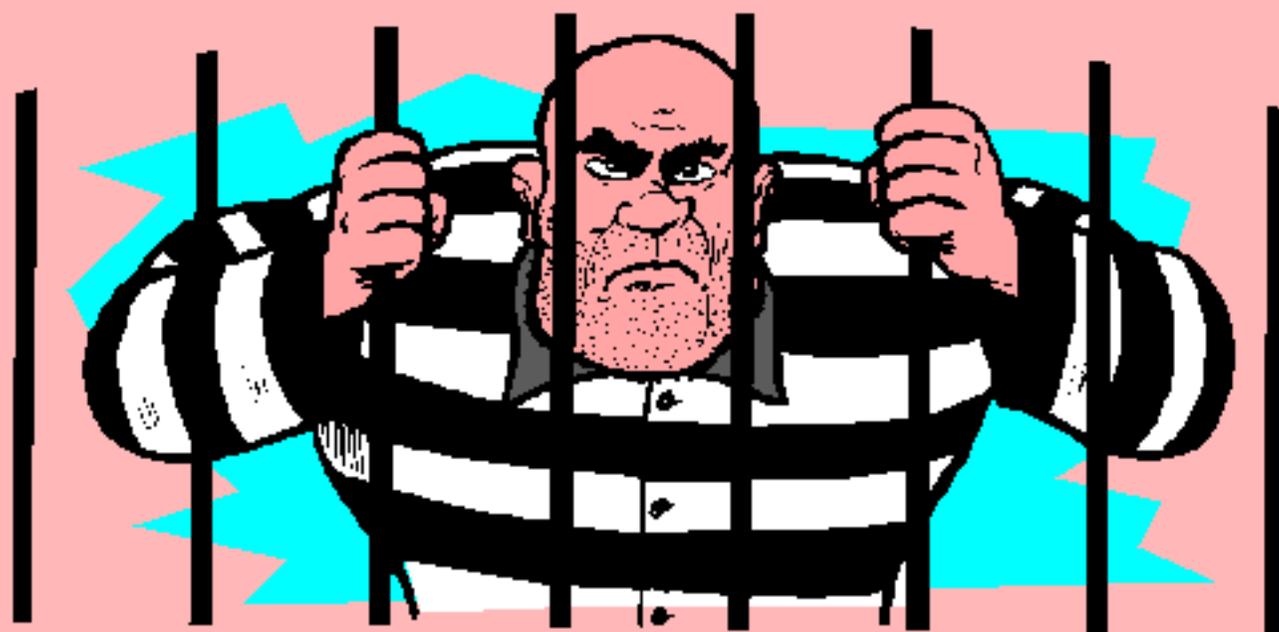


**This involves information, whether it is purports to be fact or fiction, related to activities or data which is based on classified information or other protected information, acquired while you were associated with the Department of Commerce.**

**You have an ongoing  
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**The report can be made to the  
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**Unauthorized disclosures of  
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constitute a violation of U.S.  
criminal laws and is  
punishable.**



**Contact the Security Office to arrange an appointment to complete Standard Form 312, Security Debriefing Acknowledgement prior to your departure from the Department. While the information can be obtained electronically, we are required by Executive Order to have a signed SF 312. This form provides a legal acknowledgement that the individual has been advised of the rules concerning classified information. It has legal standing and has been used in court cases.**