

Security Violations

Be aware of security violations. A security violation occurs when classified information is not safeguarded and could result in a probable compromise of information. Below are examples of security violations that must be reported to your Facility Security Officer as soon as they are discovered.

- Loss or compromise of classified information
- Failure to properly secure or dispose of classified material
- Failure to properly secure a security container or open storage area
- Failure to properly transport classified material
- Inadvertently disclosing classified information to those without a proper need to know
- Failure to report a violation

Penalties for loss or compromise of classified information is determined by your company and can be as severe as suspension without pay and termination.

Make sure you follow the requirements of your facility's Standard Practice Procedures (SPP) in addition to Government policy. If you believe you have discovered or caused a security violation, contact your Facility Security Officer immediately.



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