

## Student Guide

# Termination Briefing Short

---

### Contents

Termination Briefing .....	2
Introduction.....	2
Termination Briefing Background .....	2
Ongoing Responsibilities .....	2
Security Debriefing Acknowledgement .....	3
Notes for Security Personnel.....	3
Summary .....	4

## Termination Briefing

### ***Introduction***

Welcome to the Termination Briefing short. You probably recall that when you were granted access to classified information you promised to protect that information. Doing so is critical to protecting our nation's security along with the war fighters who defend the American way of life. Even though you now no longer require access, your promise to protect classified information extends throughout your life. This termination briefing will remind you of your ongoing responsibilities for the protection of classified information.

### ***Termination Briefing Background***

You are receiving this termination briefing because you no longer require security eligibility and access to classified information and CUI.

Termination briefings are administered by DoD Security Managers, Facility Security Officers, or FSOs, or their designees, and are required for both DoD personnel and employees of cleared defense contractors upon termination of employment, whether through discharge, resignation, or retirement. They are also required when an employee's eligibility for access, is terminated, suspended, or revoked, or, for industry employees, upon the termination of a contractor company's Facility (Security) Clearance, or FCL.

Security Managers and FSOs: if you need to customize this briefing to meet your specific organization's needs, a template is available on the final screen of the short.

### ***Ongoing Responsibilities***

Your ongoing responsibilities include a continued requirement for the protection of classified information and controlled unclassified information, or CUI. This material contains serious subject matter that requires ongoing protection and separation from your organization does NOT lessen your responsibility or liability.

You are prohibited from retaining classified information and CUI when you leave your organization. You must declare that you no longer have any documents or other classified materials in your possession, and you must protect any knowledge of information that you do retain; it cannot be shared.

Additionally, you are still responsible for reporting any attempts to solicit national security information. You must report any such attempts without delay to your DoD component, FSO, or to the FBI.

You are also still required to submit any material that you plan to release to the public for pre-publication review. This includes books, manuscripts, speeches, and

articles, as well as information released to the public, even through the courts. Visit the Defense Office of Prepublication and Security Review website for more information (<http://www.dtic.mil/whs/esd/osr/>).

Finally, you should be aware of the civil and criminal penalties that still apply if you fail to fulfill your ongoing security responsibilities. See the Espionage Act and other Criminal Statutes for details: Title 18, USC, Section 793 and 794, Title 50, USC, Section 783 and Title 42, USC Sections 2274/2275/2276/2277.

### **Security Debriefing Acknowledgement**

If you are a DoD military or civilian employee, you should now sign the Security Debriefing Acknowledgement section of the SF-312. If you are a contractor employee you are not required to sign this acknowledgement.

The Security Debriefing Acknowledgement section affirms that you have returned all classified information, that you will not communicate or transmit classified information, that you will promptly report any attempts to solicit classified information, and that you have received this briefing.

After you sign, your security manager or designee will complete and sign the Witness section of the Security Debriefing Acknowledgement.

If you are a Security Manager or FSO, see Notes for Security Personnel, below, to learn more.

#### **Notes for Security Personnel**

If a government employee, military member, or contractor employee is not present or refuses to receive a security debriefing when classified access is terminated, then the fact and reasons for the person's absence and or refusal become a matter of record.

If this occurs, as a best practice you should administratively terminate the employee's access and draft a Memorandum for the Record, or MFR, explaining the situation and circumstances.

This also applies to government employee or military members who refuse or are unable to execute and sign the Security Debriefing Acknowledgement section of the non-disclosure agreement (NDA).

**Summary**

Congratulations! You have completed the Termination Briefing.

To print a certificate of completion, enter your name in the space provided on the final screen of the short and select Print Certificate.

Security Managers and FSOs, if you need to customize this briefing to meet your specific agency needs, select the Termination Briefing Template on the final screen of the short.