



National
Aeronautics and
Space
Administration

Employee Security Orientation / Indoctrination Record

SPECIFIC EMPLOYMENT UNIT	NAME OF EMPLOYEE <i>(Last, First, M.I. - Print or Type)</i>
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INSTALLATION

1. INSTRUCTIONS

a. UPON COMPLETION OF ITEMS 2 AND 3, THE RECORD COPY OF THIS FORM IS TO BE RETURNED PROMPTLY TO THE SECURITY OFFICE FOR PROCESSING AND PERMANENT FILING.

b. ADDITIONAL INSTALLATION INSTRUCTIONS *(If any)*

2. SECURITY ORIENTATION *(To be completed by employing unit)*

<input checked="" type="checkbox"/>	CHECK BELOW THE SUBJECTS DISCUSSED DURING A SECURITY ORIENTATION WHICH CONSTITUTE SECURITY REQUIREMENTS AND PROCEDURES FOR WHICH THE EMPLOYEE IS SPECIFICALLY RESPONSIBLE IN DISCHARGING THE DUTIES OF THE PARTICULAR POSITION TO WHICH ASSIGNED.		
	a. SECURITY REQUIREMENTS AND PROCEDURES UNIQUE TO THIS INSTALLATION		
	b. CHAPTER TITLES OF NHB 1620.3		
	1. INTRODUCTION		11. ACCESS TO RESTRICTED DATA
	2. RESPONSIBILITY FOR SAFEGUARDING NATIONAL SECURITY INFORMATION		12. NASA EMPLOYEE IDENTIFICATION - BADGE CARD
	3. IDENTIFICATION AND MARKING		13. OFFICIAL AND PERSONAL TRAVEL WITHIN A COMMUNIST COUNTRY OR AREA
	4. ACCOUNTABILITY AND CONTROL OF CLASSIFIED INFORMATION		14. SECURITY VIOLATIONS AND COMPROMISE OF CLASSIFIED INFORMATION
	5. STORAGE OF CLASSIFIED MATERIAL		15. PROCESSING AND CONTROL OF VISITS AND VISITORS
	6. PROTECTION OF SECURITY STORAGE EQUIPMENT AND SECURITY AREAS		16. SECURITY EDUCATION
	7. REPRODUCTION OF CLASSIFIED MATERIALS		17. ESTABLISHING OF SECURITY AREAS; ENFORCEMENT AGAINST UNAUTHORIZED ENTRY
	8. TRANSMISSION OF CLASSIFIED INFORMATION AND MATERIALS		18. CONTROL AND ISSUANCE OF FIREARMS
	9. SECURITY REQUIREMENTS FOR NASA CLASSIFIED SYMPOSIA		19. DISCLOSURE OF CLASSIFIED INFORMATION TO FOREIGN GOVERNMENTS
	10. DISPOSITION OR DESTRUCTION OF CLASSIFIED MATERIAL		20. NASA STANDARDS FOR SECURE CONFERENCE ROOMS

NAME OF ORIENTATION OFFICER	DATE OF ORIENTATION
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3. EMPLOYEE CERTIFICATION OF ORIENTATION

I certify that I have been given a Security Orientation as checked in Item 2. I have familiarized myself with the security requirements and procedures discussed during the Orientation, and I have no questions at this time. I understand that it is my responsibility to consult my Supervisor or the Security Office if I have any questions in the future.

SIGNATURE OF EMPLOYEE	DATE
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4. SECURITY INDOCTRINATION *(To be completed by Security Office)*

THIS EMPLOYEE ATTENDED A GENERAL SECURITY INDOCTRINATION IN CONNECTION WITH:

RECENT NASA EMPLOYMENT CHANGE IN OFFICIAL DUTIES

NAME OF INDOCTRINATION OFFICER	DATE OF INDOCTRINATION
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