University of California Libraries SF-189

Classified Information Nondisclosure Agreement (SF-189)

Instruction Manual

1. Introduction and Overview

This document, the Classified Information Nondisclosure Agreement (SF-189), serves as a critical legal instrument designed to protect sensitive national security information. It establishes a binding commitment between an individual and the United States Government, ensuring that classified information is handled with the utmost care and confidentiality.

This specific edition is a reprint from the extensive collections of the University of California Libraries. It has been produced through mass digitization efforts, with automated processes applied for cleaning and preparation for printing. While efforts have been made to ensure fidelity, minor imperfections from the original work or the digitization process may occasionally be present.

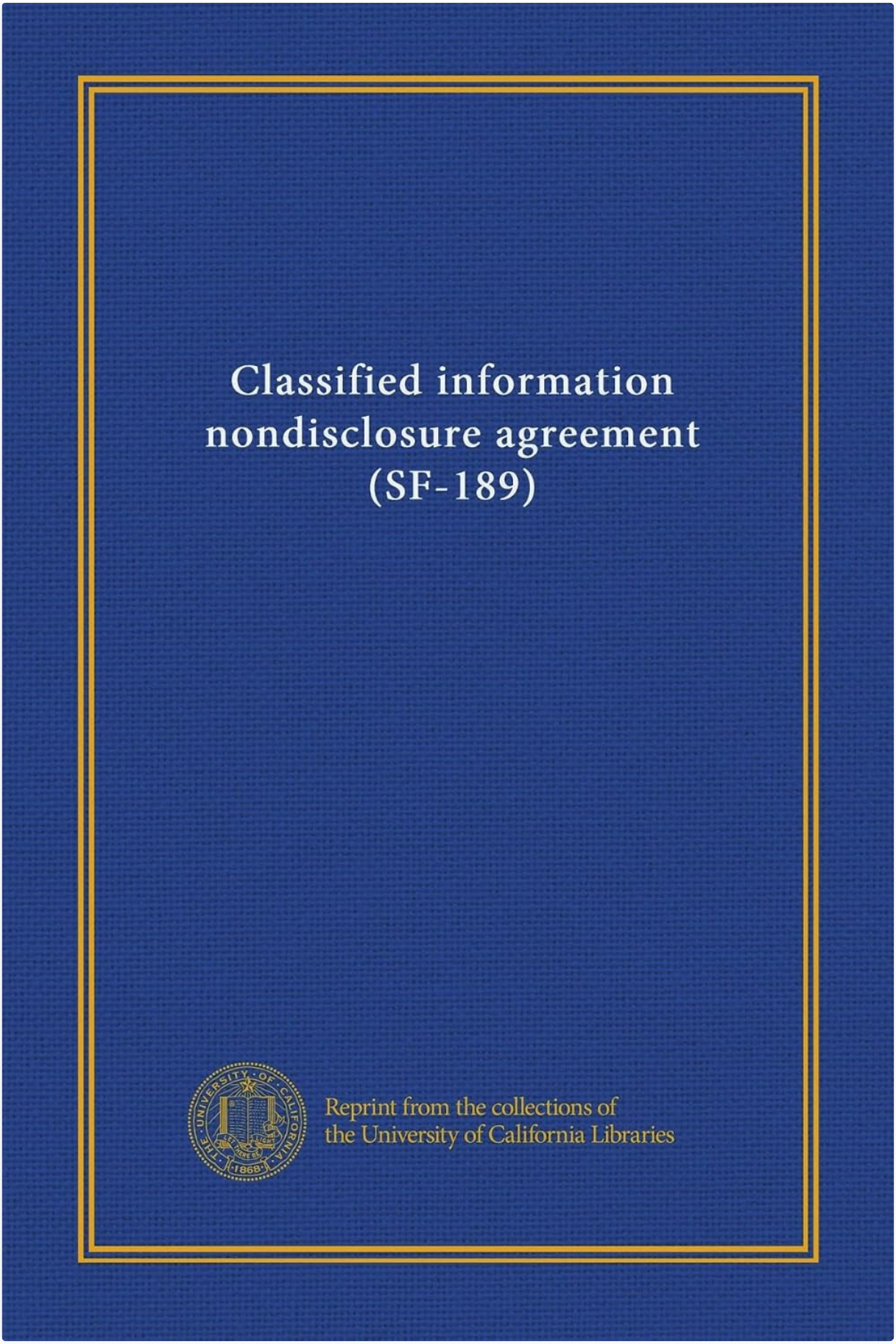


Figure 1: Front cover of the Classified Information Nondisclosure Agreement (SF-189) document. The cover is blue with a gold border, featuring the title "Classified information nondisclosure agreement (SF-189)" in the center and the University of California Libraries seal at the bottom, indicating its origin as a reprint.

2. Purpose and Scope

The primary purpose of the SF-189 agreement is to:

- Establish a legal obligation for individuals to protect classified information.
- Define what constitutes classified information.
- Outline the responsibilities of individuals granted access to such information.
- Specify the consequences of unauthorized disclosure or misuse.

This agreement applies to all individuals who are granted access to classified information by the United States Government, regardless of their employment status (e.g., government employees, contractors, consultants).

3. Key Provisions and Operating Instructions

Understanding and adhering to the following key provisions is essential for compliance with the SF-189 agreement:

3.1. Definition of Classified Information

Classified information includes any information or material that has been determined by an appropriate authority to require protection against unauthorized disclosure in the interest of national security. This typically includes information designated as Top Secret, Secret, or Confidential.

3.2. Nondisclosure Obligation

Signatories agree not to disclose classified information to any unauthorized person or entity. This obligation remains in effect indefinitely, even after the termination of employment or access to classified information.

3.3. Proper Handling Procedures

Individuals are required to handle classified information strictly in accordance with established government regulations and procedures. This includes, but is not limited to, proper storage, transmission, and destruction methods.

3.4. Reporting Requirements

Any suspected or actual unauthorized disclosure, loss, or compromise of classified information must be immediately reported to the appropriate security authorities.

4. Maintenance and Care of Classified Information

While this document is a reprint, the principles it outlines for handling classified information are paramount. Proper "maintenance" of classified information refers to adhering to strict security protocols to prevent its compromise.

- **Secure Storage:** Always store classified materials in approved security containers when not in use.
- **Control Access:** Ensure only authorized personnel have access to classified information.
- **Proper Destruction:** Destroy classified materials only through approved methods (e.g., shredding, burning) when no longer needed.
- **Avoid Unauthorized Reproduction:** Do not make unauthorized copies of classified documents.

5. Troubleshooting and Consequences of Breach

A "breach" in the context of this agreement refers to any unauthorized disclosure, compromise, or misuse of classified information. The SF-189 explicitly details the severe consequences of such actions.

5.1. Potential Consequences

- **Administrative Actions:** Loss of security clearance, termination of employment, or other disciplinary measures.
- **Civil Penalties:** Fines and other civil liabilities.
- **Criminal Prosecution:** Depending on the severity and intent, unauthorized disclosure can lead to imprisonment under federal law (e.g., Espionage Act).

5.2. Reporting a Potential Breach

If you suspect or become aware of a potential breach, immediately contact your security officer or the appropriate government authority. Prompt reporting can mitigate damage and may affect the outcome of any investigation.

6. Specifications of This Reprint

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7. Important Notice

This reprinted document is provided for informational purposes. It is essential to consult with legal counsel or the appropriate government security office for definitive guidance regarding classified information and nondisclosure agreements. The content herein does not constitute legal advice.

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