

HEADQUARTERS
3084TH AVIATION DEPOT GROUP (AMC)
Stony Brook Air Force Station
Chicopee Falls, Massachusetts

INITIAL SECURITY BRIEFING CERTIFICATE

_____, at the outset, I wish to advise you of the circumstances of this briefing. Your recent assignment to (or employment) by the 3084th Aviation Depot Group, carries with it grave responsibilities for safeguarding classified information to which you may have access during your assignment with (or employment) by this organization. You are also responsible for helping to maintain the security of this station by complying with the various security regulations, all of which have been issued for the purpose of providing necessary measures to guard against any classified information falling into unauthorized hands and to prevent physical sabotage. The importance of the security of this station cannot be over-emphasized. The mission of this station in relation to national defense is paramount and must be safeguarded by each individual member of this command. The following rules are to be observed implicitly by all:

1. Do not discuss classified information with unauthorized persons, uncleared people, or those who do not need the information to perform their duties. Uncleared, unauthorized persons such as dependents, friends, etc., normally do not realize the importance of such information and inadvertently may pass it to others.
2. If you are in doubt as to whether or not certain information is classified, it is your responsibility to determine the classification of such information.
3. It is your responsibility to orient your dependents regarding their responsibility for properly safeguarding any classified information which may be carelessly or inadvertently revealed to them. A copy of this briefing is being provided you for this purpose.
4. It is your duty and your responsibility to report all infractions of the security regulations, which may come to your attention, to your immediate Commander or supervisor.
5. All badges and passes which may be issued to you, will be handled in strict accordance with instructions governing their use. Badges and passes will be properly safeguarded at all times and will not be worn or displayed off the base. The loss or breakage of a badge or pass must be reported immediately. Counterfeiting, altering, lending or other misuses of identification media, are serious violations of federal law and pertinent regulations.
6. Classified documents and material with which you may be entrusted or to which you may have access must be physically safeguarded at all times as prescribed by pertinent directives.