

## NEW!! SF-312 Guidance

As of 6 Mar 2018

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In May of 2018, PSMO-I will transition to the Defense Information System for Security (DISS). With the advent of the new system of record for Personnel Security Clearance (PCL) processing, there will be changes to existing processes for Industry. One of the primary changes affect the handling and processing of Classified Information Nondisclosure Agreements (SF-312).

DISS allows an electronic exchange of the SF-312 and after DISS goes live, the PSMO-I will no longer accept hardcopy, faxed, emailed, or mailed SF-312's. Further requirements for SF-312 execution are outlined below:

1. Applicants cannot be indoctrinated into access until an SF-312 has been executed.
2. An executable SF-312 is defined as an SF-312 that is/has been:
  - a. Applicant has read and acknowledged the agreement articulated by the SF-312.
  - b. Complete signature and date of applicant.
    - i. Typed, stamped or digital signatures are NOT allowed.
    - ii. Signature date of applicant and witness must match
    - iii. Complete SSN of applicant.
    - iv. The organization of the applicant (name and complete address)
      1. PO Box is acceptable.
      2. CAGE code is not required.
  - c. Complete signature and date of an appropriate witness.
    - i. Typed, stamped or digital signatures are NOT allowed.
    - ii. Signature date of applicant and witness must match.
    - iii. Complete name of witness.
      1. Organization's name and complete address must be provided.
      2. PO Box is acceptable.
    - iv. Witness must be an authorized representative of a contractor, licensee, grantee or other non-government organization, acting as a designated agent of the United States. In addition, any executive branch employee may witness the SF-312 of a government or non-government employee.
    - v. Witnesses can be:
      1. Any government civilian employed by the Federal Executive Branch.
      2. Any person that is an authorized representative of a contracting company, preferably a security officer.
  - d. Complete signature and date of an appropriate person in the acceptance block.
    - i. Typed, stamped or digital signatures are NOT allowed.
    - ii. Signature date of acceptor must be present.
    - iii. It does not need to match the applicant and witness date.
    - iv. Complete name of acceptor, organization's name and complete address must be provided.
    - v. PO Box is acceptable.
    - vi. Acceptance block signatory must be an authorized representative of a contractor, licensee, grantee, or other Government organization, designated to act as an agent of the United States. In addition, any agency employee specifically authorized to do so may accept on behalf of the United States.  
Acceptors can be:

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1. Any government civilian employed by the Federal Executive Branch.
  2. Any person employed by the contracting company, preferably a security officer.
- vii. Witness and acceptor can be the same person.
3. Once the SF-312 is executable, as defined above, the applicant may be indoctrinated into access. ( Note: this is the fasted method towards indoctrination, see step 6 for alternatives)
4. Should the PSMO-I return a SF-312 for correction, applicants must be removed from access until the necessary corrections are made and returned to PSMO-I.
5. To have an executable SF-312, avoid the following common reasons for PSMO-I returning an SF-312 for corrections:
  - a. APPLICANT INFORMATION:
    - i. Name of applicant is omitted or unreadable.
    - ii. Signature of applicant is omitted, digitally signed, typed, or stamped rather than signed.
    - iii. Signature date of applicant is omitted or doesn't match the signature date of witness.
    - iv. Complete SSN omitted, unreadable, or invalid.
    - v. Organization information of applicant is incomplete.
  - b. WITNESS INFORMATION:
    - i. Witness is not an authorized signatory.
    - ii. Signature of witness omitted, digitally signed, typed, or stamped rather than signed.
    - iii. Date of witness is omitted or doesn't match the date of applicant.
    - iv. Name of witness, organization's name and complete address are not provided.
  - c. ACCEPTANCE INFORMATION:
    - i. Acceptor is not an authorized signatory.
    - ii. Signature of acceptor omitted, digitally signed, typed, or stamped rather than signed.
    - iii. Date of acceptor is omitted.
    - iv. Name of acceptor, organization's name and complete address are not provided.
  - d. GENERAL
    - i. Corrections are not initialed.
    - ii. Current version of form (Rev 7-2013) not used.
6. As a last course of action, the PSMO-I can sign the Acceptance block of the SF-312 IF it is not signed by the appropriate personnel within the contracting company or other approved persons.
  - a. In this scenario, applicants cannot be indoctrinated into access until PSMO-I signs the SF-312 and updates the system of record reflecting the SF-312 is executed.
  - b. To prevent potential delays in processing and indoctrinating personnel, PSMO-I recommends the SF-312 be fully executable prior to uploading into DISS for review.
7. If the System of Record already reflects the applicant has an approved SF-312, there is no need to submit further SF-312's to PSMO-I.

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