

**March 25, 2015**

### **Fax SF-312 Non-Disclosure Agreements**

NISPOM Paragraph 3-105 requires that an individual issued an initial personnel security clearance (PCL) execute a Classified Information Nondisclosure Agreement (SF-312) prior to being granted access to classified information and that the completed form is forwarded to the Cognizant Security Agency for retention. The Facility Security Officer (FSO) is responsible for annotating the Joint Personnel Adjudication System (JPAS) with the date the SF-312 was executed and submitting the completed SF-312 to Personnel Security Management Office for Industry (PSMO-I) for retention. The new, preferred method of transmission is via fax, this allows for a more expedient entry into our systems.

SF-312s can be faxed, emailed or mailed:

**Fax Number:** (571)305-6011, ATTN: SF-312

If using the fax method, please include the following information on the cover letter:

- FSO Name
- FSO Phone Number
- FSO Fax Number
- FSO Email Address
- Subject Name
- Subject SSN

**Email Address:** [psmo-i.fax@dss.mil](mailto:psmo-i.fax@dss.mil). When using the email option, encrypt the file in the first email and send the password in a separate email.

**Physical Address:** Defense Security Service  
ATTN: PSMO-I  
7556 Teague Road, Suite 500  
Hanover, MD 21076

*Note:*

FSOs will be notified to resubmit a new SF-312 if:

- Employee Social Security Number is incomplete or omitted
- Signature of employee is typed or omitted
- Witness signature is typed or omitted
- Employee and witness signature dates not the same