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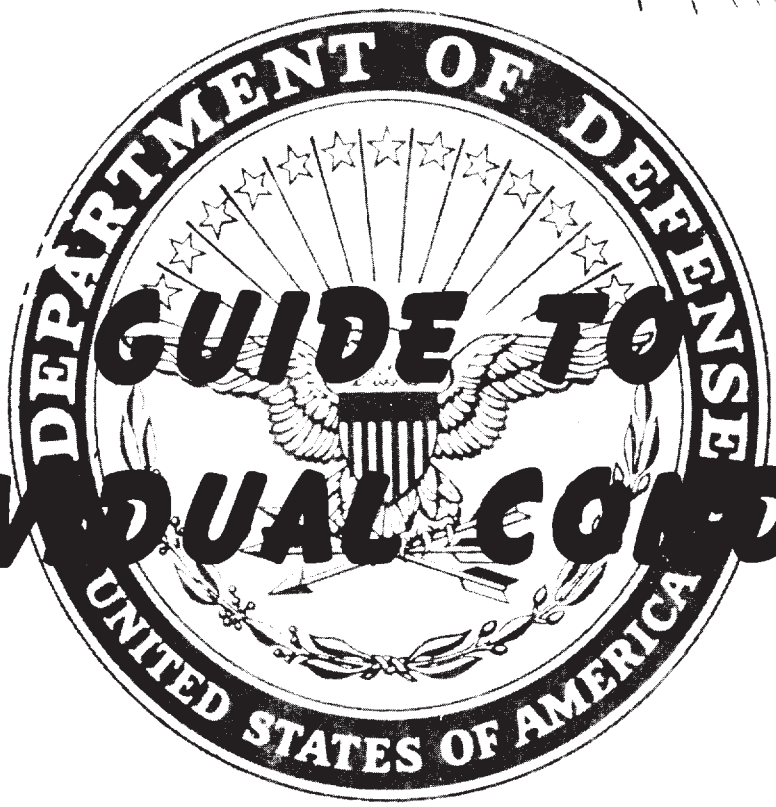
NSA

SECURITY EDUCATION PROGRAM



GUIDE TO INDIVIDUAL CONDUCT

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PREPARED BY

SECURITY DIVISION
NATIONAL SECURITY AGENCY
WASHINGTON 25, D.C.

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A MESSAGE TO ALL PERSONNEL

Upon becoming assigned to or employed by this Agency, a trust is assumed which must become a vital part of the consciousness of each individual so assigned or employed. This trust is the safeguarding of all information associated with NSA; it is the responsibility for keeping NSA information from persons not authorized to receive it.

Security regulations are published which establish guidance for the individual employee. They tell him what he cannot do; how the security of information can best be maintained. NSA employees sometimes misunderstand these regulations regarding what can be said and done both on and off the job without violating security.

"What and how much may I say?" or, "How can I avoid the embarrassment of not giving satisfactory answers to perfectly logical queries?" are questions which arise frequently in the minds of NSA personnel.

To aid you in developing security consciousness and to guide you in your actions and speech, both when "on duty" and "off duty," this pamphlet has been prepared. It includes a brief statement of your security responsibility and what you may reply to the most common questions that experience shows are asked (or that you may ask yourself) from day to day. When necessary, the answers following each question cited in this pamphlet can be stated anywhere without violating security. The material presented here will help you to discharge your security responsibility to NSA and to the United States.

RALPH J. CANINE
Lieutenant General, US Army
Director, National Security Agency

NATIONAL SECURITY AGENCY

SECURITY EDUCATION PROGRAM

GUIDE TO INDIVIDUAL CONDUCT

1. Scope of Individual Responsibility for Maintaining Security

a. General. All persons employed by, assigned to, or associated with the National Security Agency in any manner whatsoever have a personal responsibility for maintaining the security of any classified matter of which they have knowledge. All persons have the obligations of controlling their own words and their own actions at all times and in all places. They are also asked to report to the proper authorities anything which might actually or even possibly reveal classified information to persons not authorized to possess it. Careful and unceasing attention to this responsibility is an essential part of the services demanded of every individual by the United States Government.

b. Classified Information. The term "CLASSIFIED INFORMATION" means official information the safeguarding of which is necessary in the interests of national security. There are three categories of classified information (CONFIDENTIAL, SECRET and TOP SECRET). The identifying classification category relates only to official information of the United States Government which requires safeguarding in order to protect the national security. Information, official or otherwise, is not classified unless it requires protective safeguarding in the interest of the security of the United States. In accordance with Department of Defense Directive 5200.6 dated 1 June 1954, the term "FOR OFFICIAL USE ONLY" may be used within NSA to protect from unlawful dissemination such information as would not meet the requirements of higher classification but is of such nature that it should not have unrestricted public dissemination.

c. Brief of the Punitive Statutes. During your security instruction you will read certain Criminal Statutes of the United States Code which govern the safeguarding of classified information. Specifically, these are Sections 793, 794 and 798; Title 18,

United States Code. Section 798 was formerly Public Law 513 which you will very often hear mentioned. In these statutes you are informed as to those acts, which, committed advertently or inadvertently, are punishable by law. To assist you in remembering them, they are listed below:

(1) Communicating or giving to unauthorized persons any information relating to the national defense.

(2) Permitting such information in your custody to be stolen or destroyed through your own gross negligence.

(3) Failing to report to your superior the known loss or destruction of such information.

(4) Hiding or shielding any person whom you believe or suspect has taken, communicated to unauthorized persons, or lost such information; or who has permitted any such information to be stolen or destroyed.

(5) Making defective in any manner an article or material which is to be used or is in any way connected with the national defense.

(6) Damaging or destroying any building, property, or equipment used in connection with the national defense.

(7) Taking, stealing or damaging any property which is being made for or which belongs to the government.

(8) Photographing or making any map or sketch of anything relating to or being manufactured for the national defense, except when authorized or in the performance of your regular duties.

(9) Disobeying any order or regulation published by the Secretary of Defense, or his designated representative, which relates to the security or protection of any national defense plant.

(10) Revealing in any way to unauthorized persons what you now know or may learn in the future concerning the mission, success, or probable capabilities of the National Security Agency.

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(11) Reproducing, publishing, selling or giving away photographs, sketches, pictures, drawings, maps or graphical representation of any military installation or equipment.

(12) Possession of classified material or material which would be detrimental to the United States except in the proper work area. This includes the taking of classified material to an individual's home.

2. On-duty Responsibility.

a. While on duty, you, as an employee of the National Security Agency, are responsible for the security of your office. It is your responsibility to secure your desk, your safes, your classified matter and your area. You may not delegate this responsibility.

b. It is your responsibility to safeguard classified information from unatuhorized disclosure. This may be accomplished by constant reference to the clearance status and "need to know" requirement on the part of those persons being given access to classified information under your control. Every member of the National Security Agency verified as being cleared may disclose NSA classified information to other individuals in the course of official activities after the following determination:

(1) That the person to be given access to the information has been certified by the Agency as being cleared to receive it. You may do this by checking with the person's supervisor or with your own supervisor. If the information is of a non-cryptologic nature you must determine, through either your supervisor or the person's supervisor, that the person has a clearance for the non-cryptologic information of the type in question.

(2) After you have determined the clearance status of the other party you must then determine that the person to be given access to the classified information concerned has the official "need to know" which necessitates such access. Once again it is emphasized that the basic responsibility for safeguarding the security of NSA classified information rests with each NSA employee having knowledge of such matters

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3. Off-duty Responsibility. Even the most casual examination of the "off-duty" security obligations of NSA personnel reveals limitations upon the freedom of choice and action by such employees in the conduct of their private lives. The limitations are very real and include the ban upon conspicuous participation in public activities of a controversial nature. This is particularly true in cases where matters of national importance are involved. Regardless of the issues involved an opinion either expressed or implied by a member of the Agency may mistakenly be interpreted as the official position of the Agency. Participation in activities such as these must be avoided so as not to focus undesirable attention on Agency operations and its personnel. Nothing herein shall be construed as preventing NSA employees from participating in elections or local politics, as long as the activities do not violate the provisions of the Hatch Act which governs political activity by government employees. Another limitation is that which pertains to the keeping of personal diaries. No classified matter pertaining to NSA may be mentioned directly, indirectly or by suggestion in personal diaries. While the observation of these and other limitations are part of the service for which the employees are paid, a very real form of compensation is the justifiable pride and satisfaction which the employees are entitled to feel as the result of their unique contribution to the national security.

4. Discussion of the classified aspects of your work should not be carried on at military or civilian social gatherings, even though all personnel present are cleared. The officers' club, civilian club or enlisted club at Arlington Hall Station are not secure areas even though they are inside the compound and your work should not be discussed there. Extreme care should be exercised with members of your family or your friends. They are not cleared. They have no "need to know," and lastly they have not been indoctrinated in the necessary safeguards required for the security of classified information.

5. A General Guide. It is not possible to provide each individual with a complete list of "do's" and "don't's" as far as security is concerned. There are, however, two "rules of thumb" which will usually help in answering the questions "Should I do this?" or "Should I say this?"

Rule 1. Could spies or traitors possibly learn anything from this?

Rule 2. Could this possibly help spies or traitors verify something that they already have ideas about or have guessed?

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If there is the slightest possibility that the answer to either of these two questions might be "yes," "probably," or even "possibly," the action should not be taken or the statement should not be made. One of the personal restrictions that working in a classified agency requires of an individual is that conduct and speech must always be guarded. The goal of the NSA Security program is to train Agency employees to the point that whenever and however a topic comes up which has even the most remote bearing on classified information, the employees will automatically become alert, watchful and on their guard against security slips.

6. Applicable Type Questions and Answers. In addition to the foregoing "rules of thumb" and as the means for providing guidance for NSA personnel in some of the more common situations having a security aspect, the following are typical questions and authorized answers therefor.

a. Q: May I disclose that I work for the National Security Agency and where I work?

A: Yes. You may disclose that you work for the National Security Agency and give the street address, which is either 4000 Arlington Boulevard or 3801 Nebraska Avenue. You may say that you are a "Research Specialist," "Clerk-typist," etc., or in other words, give your title as indicated on your latest Notification of Personnel Action (SF 50); but you may not indicate the purpose of your work. The mission of the Agency is not for general consumption. Your friends, and acquaintances, in or outside the Agency may know of your experience or educational background and that is all they "need to know." They key to most questions asked of you pertaining to your specific job or the work of the Agency, is that within NSA or within associated agencies and departments of government, only those in authority "need to know," NO ONE ELSE NEEDS TO KNOW.

b. Q: What may I reply to questions by members of my immediate family concerning the place and nature of my employment?

A: The answer to Question a is applicable. In addition, you may state that your work is classified and that the law prevents you from revealing the

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type of work in which you are engaged. Caution your family not to discuss your employment with others.

c. Q: What shall I instruct members of my immediate family to reply to questions from friends about where I work and what I do?

A: Instruct your family to state that you work for the Department of Defense but that they don't know what your duties are, or the location of your place of employment other than Washington, D. C.

d. Q: What do I say when a complete stranger is overly persistent in questioning me about my job?

A: Simply inform him that you do not care to discuss the subject further. Also, inform him that you have been instructed to report to the Security Division, the identity of all persons who are overly curious about your work and the work of the Agency. Quiz him as to his name, address and purpose of his inquiry. He will probably drop the subject. You may leave his presence, if circumstances permit, or change the subject. In all cases, report the facts and circumstances to the Chief, Security Division.

e. Q: May I discuss NSA classified matter outside the Agency in other secure government spaces?

A: While in official capacity only, and if it is necessary in order to effect your business, but first determine the clearance status of the other party and the other party's "need to know" in conjunction with that business. The information will be limited to that which is necessary to carry on NSA business.

f. Q: What organizations may I join?

A: You may become a member of any nationally recognized scientific society or group and participate in general scientific symposia, provided that no action or discussion entered into includes NSA activities or discloses the mission of NSA. These same provisions are applicable to other types of

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organizations, social, cultural, political, etc. The cited "List of Subversive Organizations" published by the Attorney General and the "Guide to Subversive Organizations and Publications" prepared by the Committee on Un-American Activities, 14 May 1951, as amended, may be used as a guide by Agency employees. It is the responsibility of each NSA employee to determine, prior to joining an organization, the status of that organization. Many organizations have been cited as subversive by various state committees on Un-American Activities and are not on the list heretofore mentioned. Before joining an organization find out all you can about it, determine its policies, its stated aims, names of the officers and sponsors, and such other information as you can. If, after joining an organization, there is some question in your mind regarding its policies, activities, etc., contact the Security Division and get their advice and assistance. This action by you may prevent embarrassment in the future.

g. Q: Can I mention the fact that I am going to school in the Department of Defense?

A: Yes. You may say that the school is a program for familiarizing new employees with the administrative procedures peculiar to the Agency.

h. Q: May I show an NSA certificate showing completion of a language course?

A: When applying for employment in another government agency or in private industry, you may show your language certificate. However, it is preferable not to show your certificate unless your knowledge of the language is job-related. The certificate is not classified but the use to which you put your knowledge is classified. Also, you may obtain college credits for the language by taking a proficiency test.

i. Q: May I show diplomas or certificates I have received for completing T/A or C/A courses to outsiders?

A: Yes. The diploma or certificate is not classified but the use to which you put your knowledge is

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classified. The showing of these certificates is not encouraged and you should temper your display of them with reason.

j. Q: Can a member of the military service give his MOS number and identify it by its appropriate title to an outsider? Especially, can a member leaving the service identify his MOS by number and title when seeking employment with private industry?

A: Generally, MOS's and their titles are unclassified and may be given to outsiders. However, this is governed by the individual service concerned. Check your service personnel officer with the Agency. If your MOS is unclassified then act in accordance with question gg below.

k. Q: Can I connect NSA with Arlington Hall or do I have to say 4000 Arlington Boulevard?

A: You may say that part of NSA is located at Arlington Hall Station (or 4000 Arlington Boulevard) and part of NSA is at NavSecSta (or 3801 Nebraska Avenue) due to the fact that there is not adequate space and facilities at NavSecSta for all of NSA.

l. Q: What may I say regarding the move to Fort Meade?

A: You may say that NSA is moving to Fort Meade and that the reason for the move is to coordinate all NSA activities in one central location.

m. Q: What may I state regarding my employment with NSA when making application for a charge account or loan?

A: You may state where you work, address, your job title as listed on SF 50, your grade and salary, and reference business phone, JA 5-5800, Extension 403, (Personnel). Your supervisor, in this case, is Chief, Civilian Personnel. The military has different phone numbers from that of civilian personnel. Navy and Marine Corps officers are advised that their phone number is Liberty 5-6700, Extension 60503. Navy and Marine Corps enlisted men should

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use Ludlow 4-5400, Extension 304. Army officers should use Jackson 5-5800, Extension 635, and Army enlisted men should use Jackson 5-5800, Extension 337. All Air Force personnel should use Johnson 2-9000 and ask for the 6970th Support Group. You have no "business address" for mail purposes except through official channels.

n. Q: May I give my office telephone number to persons not connected with the Agency or associated activities?

A: You may give your office phone number to members of your immediate family to be used in emergency situations only. Except in emergency, office telephones may be used only for official business of an unclassified nature. No classified information may ever be discussed over the telephone. Pay telephones are provided for personal calls.

o. Q: How do I acknowledge a telephone call when on duty?

A: By giving your telephone extension and name. (Example: "376, Miss Jones .")

p. Q: May items such as training aids or informational material be addressed to me at NSA?

A: Not to you personally. The official address is: Director, National Security Agency, Washington 25, D. C. The address may include: Attn: NSA School, Office of Training, Etc.

q. Q: May I associate with non-citizens on a close social basis?

A: Yes, but it is not encouraged. However, this does not mean that there will be no objection to association with an alien whose interest is inimical to the interests of the U. S. Government.

r. Q: Are there any restrictions on going overseas immediately after leaving NSA, either for a government agency or privately?

A: Yes. The specific answer to this question is dependent upon the type of information to which

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you may have had access. Generally, you may not enter an overseas military theater for hazardous duty for a considerable period of time after leaving the Agency. The length of time depends upon what assignment you held while with the Agency. Restrictions on going overseas privately are the same, plus certain others that are imposed by the State Department. If you wish to take a vacation overseas or to travel outside the continental limits of the United States for any reason while still in the employ of this Agency, you are required to notify the Chief, Security Division, at least ten (10) days in advance of your departure from this Agency. (In case of military personnel, a request is processed through the Military Personnel Branch of the Personnel Division.) For specific answers in a specific case, you should inquire directly of the Chief, Security Division.

s. Q: Will relatives living in a foreign country disqualify an applicant for a job with NSA? Does one have to be a citizen of the United States?

A: Selection requirements state that an employee should be a native-born U.S. citizen, that members of his immediate family should be U.S. citizens, and that no members of his immediate family and no persons to whom he may reasonably be supposed to be bound by ties of affection, kinship or obligation, should be of dubious loyalty to the U.S. or residents of a foreign country having basic or critical national interests opposed to those of the U.S. It is further provided that waivers to these provisions shall be made only in case of compelling operational need after every reasonable assurance has been obtained that the security risk is negligible. When these two conditions are met, waivers may be granted to applicants with relatives living in foreign countries. It is doubtful if waiver of U.S. citizenship will ever be granted.

t. Q: If I marry an alien while employed with the Agency will it affect my employment status?

A: Note first sentence of paragraph 6s above. Your marriage or intended marriage to an alien must be reported to the Security

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Division. The Security Division will inform you of its effect on your employment in view of the existing security selection requirements and all the extenuating or background factors involved. Unless there is compelling operational need for your services and investigation determines that the security risk involved is negligible, it is likely that marriage to an alien will result in termination of your employment with this Agency by reason of failure to meet selection requirements for security clearance.

u. Q: What may be written or said for public consumption about the status, mission, composition, organization or functions of the Agency or the results it obtains?

A: Generally speaking, nothing. Of course, certain information, as discussed in prior questions may be printed for public consumption, but only Agency authorities may release such information pending establishment of Agency policy. Requests for authority to release information to the press, periodicals, as lecture material, or in connection with judicial proceedings, will be submitted through your respective Staff Division or Office Chief to the Chief, Security Division, for processing with copies of the information for which release is desired. The Chief, Security Division, will see that material will be referred to proper authorities.

v. Q: What action should I take upon learning of what appears to be a security violation by the press, by the radio or through television, or by any other means normally available to the public?

A: Bring it to the attention of the Chief, Security Division. State the facts: what, when, where, how and by whom--if printed material, a copy thereof or an actual clipping properly identified.

w. Q: Why am I told to be so reticent about discussing my work with other people, when the newspapers tell everyone that NSA is a "super-secret" intelligence agency?

A: From time to time you may wonder why you are required to be so security conscious, and it is

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understandable; however, remember that because certain things appear in the newspapers or periodicals, it does not necessarily mean that their publication was authorized. Normally, such releases are the educated guesses of the author. These may or may not be correct. Do not deny, affirm, or comment on such material; it will only aid in establishing as fact that which, before, was only suspected.

x. Q: May my badge be shown as a means of identification?

A: Yes, although it is not encouraged. It should be used only when proof is required that you are a government employee and no other identification is available. Military personnel will not use their badge as they have their ID card.

y. Q: Should I discover that I have lost my badge, what steps should I take?

A: Report the facts and circumstances immediately to the Security Office in your building.

z. Q: What do I say when friends ask me about my badge?

A: Tell them it is your identification, allowing you to get into the place where you work. You may say that you work for the National Security Agency; that, like any sensitive or restricted installation of the Department of Defense, the employees are required to wear a badge. This is for better control as to "who" is "who" and to keep out those who have no business at the installation.

aa. Q: Will NSA messenger badges be honored in all organizational segments of the Agency, and NavSecSta?

A: This badge, plus your own identification badge, allows you to carry mail, documents, etc., on and off the premises and organizational segments of any of the stations concerned, as an official messenger. Either badge is honored at all NSA stations in the Washington area. However, messenger badges must always be worn with a cleared NSA badge.

bb. Q: Can a person wearing a one-day badge escort another wearing an uncleared badge?

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A: No. Although a one-day badge indicates clearance to a specified level, it does not properly identify the wearer (as does a photo-badge) nor qualify him for escort duty. The Physical Security Branch should be called to furnish an escort for the wearer of the uncleared badge.

cc. Q: What is the classification of property passes? Should I report a lost one?

A: A property pass is not classified. A lost one should be reported to the Physical Security Branch giving details, time, date and place, There are branches of Physical Security in A and B Building at Arlington Hall Station and at Building 17 at Naval Security Station.

dd. Q: Is there any prior security action which I must take before going out of the country on leave?

A: Yes. (See discussion under Question r.) You are required to notify the Chief, Security Division, ten (10) days in advance of your last day of duty as to where you are going; if on business or on vacation, when leaving, and when you will get back. If you are going to be gone on leave over thirty (30) days, you must be debriefed by the Security Division prior to departure and turn in your badge.

ee. Q: Is there any prior security action which I must take if I go on vacation or leave, but do not leave the country?

A: If you are not leaving the country no prior notification is required; however, if you are to be away from the Agency for thirty (30) days or more, you must be debriefed by the Security Division and turn in your badge prior to departure.

ff. Q: When I separate from the Agency, what may I say concerning my employment here so as not to violate security? Especially, what may I say when applying for a job elsewhere? How may I best describe my duties?

A: It is difficult to put down on paper a stock answer to this question. You may state that the

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activity of NSA is communications security. You may give your job title as listed on your SF 50 which is unclassified. It is recommended that prior to your separation or transfer you write up a complete job description of your duties and responsibilities. Make every effort to leave out NSA classified operational details or any reference to operational details. Take your resume to your supervisor, get his advice and assistance and then submit it to the Security Division for review.

gg. Q: What job title or part of the job title may I use in filling out forms for GI Bill schooling and what classes or machines that I have studied may I list?

A: There isn't much to add to answer this question that has not already been said before. Your job title, and the standard office machines with which you may be acquainted, are generally unclassified. If you have doubt, inquire of Civilian Personnel Branch and/or Chief, Security Division, before departing from the Agency.

hh. Q: How do I indicate where I learned my language?

A: You may say that you learned your language while working with NSA, or the Department of Defense. (Again, make certain you do not state to what use you put your language.)

ii. Q: What document sets the security standards for employment of individuals in a government agency such as NSA?

A: Executive Order 10450 dated 27 April 1953, Department of Defense Directive 5210.7 dated 12 August 1953 and Department of Defense Directive 5210.9 dated 7 April 1954.

jj. Q: How can my personal conduct result in the termination of my employment in NSA?

A: There are three prime and unchanging qualifications that an individual must possess. They are: (1) unquestioned loyalty to the U.S.; (2) excellent character; (3) utmost discretion. These three

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qualities cannot be waived. Executive Order 10450 sets forth very definitely certain qualifications that an individual must have in order to work in a government agency such as NSA.

Section 8a of Executive Order 10450 is herein quoted verbatim:

"Section 8 (a) The investigations conducted pursuant to this order shall be designed to develop information as to whether the employment or retention in employment in the Federal service of the person being investigated is clearly consistent with the interests of the national security. Such information shall relate, but shall not be limited, to the following:

"(1) Depending on the relation of the Government employment to the national security:

"(i) Any behavior, activities, or associations which tend to show that the individual is not reliable or trustworthy.

"(ii) Any deliberate misrepresentations, falsifications, or omission of material facts.

"(iii) Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion.

"(iv) Any illness, including any mental condition, of a nature which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.

"(v) Any facts which furnish reason to believe that the individual may be subjected to coercion, influence, or pressure which may cause him to act contrary to the best interests of the national security.

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"(2) Commission of any act of sabotage, espionage, treason, or sedition, or attempts thereat or preparation therefor, or conspiring with, or aiding or abbetting, another to commit or attempt to commit any act of sabotage, espionage, treason, or sedition.

"(3) Establishing or continuing a sympathetic association with a saboteur, spy, traitor, seditionist, anarchist, or revolutionist, or with an espionage or other secret agent or representative of a foreign nation, or any representative of a foreign nation whose interests may be inimical to the interests of the United States, or with any person who advocates the use of force or violence to overthrow the government of the United States or the alteration of the form of government of the United States by unconstitutional means.

"(4) Advocacy of use of force or violence to overthrow the government of the United States, or of the alteration of the form of government of the United States by unconstitutional means.

"(5) Membership in, or affiliation or sympathetic association with, any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.

"(6) Intentional, unauthorized, disclosure to any person of security information, or of other information disclosure of which is prohibited by law, or willful violation or disregard of security regulations.

"(7) Performing or attempting to perform his duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.

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(8) Refusal by the individual, upon the ground of constitutional privilege against self-incrimination, to testify before a congressional committee regarding charges of his alleged disloyalty or other misconduct."

7. Summary.

a. The questions and answers furnished in this pamphlet will guide the NSA employee in the conduct of his daily social life in regard to his position and place of employment. They do not, however, cover every circumstance which may arise.

b. Should a situation arise, which is not covered in this pamphlet, no statement should be made by the employee. He should report the situation to the Chief, Security Division, and an appropriate answer will be given for the employee's future guidance.

c. The security of the United States of America and of this Agency is the individual responsibility of each employee. This responsibility cannot be delegated.

d. The employee alone is responsible for any violation of security he may deliberately or unintentionally commit. He must vigilantly guard against violating the trust which has been placed upon him. To relax security, but for a moment, is to invite disaster.

e. For future guidance in matters relative to security, the following phone numbers are listed:

Chief, Security Division	-	Extension 60261 (NSS)
Chief, Physical Security Branch	-	Extension 60470 (NSS)
Chief, Clearance Branch	-	Extension 60251 (NSS)
Chief, Special Operations Branch	-	Extension 60621 (NSS)
Chief, Security Education Group	-	Extension 60376 (NSS)
Security Office, AHS	-	Extension 532 (AHS)

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