
NATO REFRESHER BRIEFING

INTRODUCTION

An annual NATO refresher briefing is required for continued access to NATO information.

At the conclusion of this course you will be able to:

- Recognize what is NATO information
- Describe the access and protection requirements for NATO information
- Ensure you are meeting the responsibilities for handling NATO information

NATO INFORMATION

The United States is a member nation of NATO, the North Atlantic Treaty Organization.

NATO information is information that has been generated by or for NATO, or member nation originated-information that has been released into the NATO security system. Information marked "NATO" is the property of NATO. NATO classified information contributed by a member nation remains the property of the originating nation, even though it is circulated in a document belonging to NATO.

NATO information could be NATO classified information. The security standards and procedures for handling and protecting NATO information are in some cases different than those for U.S. information.

We must comply with NATO rules when handling NATO information. When in a NATO country, you are subject to the laws in that country pertaining to the handling of NATO classified information.

List of NATO member nations http://www.nato.int/cps/en/natohq/nato_countries.htm

NATO CLASSIFICATION MARKINGS

NATO has four levels of classification: COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, and NATO RESTRICTED. NATO UNCLASSIFIED is used for official, unclassified NATO information. The classification ATOMAL is used with COSMIC TOP SECRET, NATO SECRET and NATO CONFIDENTIAL to further define NATO classification.

NATO classified material is conspicuously identified by the marking “NATO” on the top and bottom of the material in addition to the overall classification of the document, for example “SECRET/NATO.”

Documents marked as COSMIC TOP SECRET, NATO SECRET, or NATO CONFIDENTIAL must be protected according to the rules for TOP SECRET, SECRET, and CONFIDENTIAL material and all additional rules prescribed in the NISPOM.

If you receive material that has a national classification marking and has not been marked “NATO” by the originating nation, do not apply a NATO marking unless the originator has provided written confirmation that the material is intended for NATO and is to be protected under the NATO Security Program.

Review the NATO Classification Level Table for additional information about each level.

NATO Classification Level Table

COSMIC TOP SECRET (CTS)	Applied to information whose unauthorized disclosure would cause exceptionally grave damage to NATO. COSMIC is applied to Top Secret material to signify it belongs to NATO. The term NATO TOP SECRET is not used.
NATO SECRET (NS)	Applied to information whose unauthorized disclosure would cause serious damage to NATO.
NATO CONFIDENTIAL (NC)	Applied to information whose unauthorized disclosure would be damaging to NATO interests.
NATO RESTRICTED (NR)	Applied to information whose unauthorized disclosure would be disadvantageous to the interests of NATO. Though similar safeguards are applied to FOR OFFICIAL USE ONLY, OFFICIAL USE ONLY, or SENSITIVE, BUT UNCLASSIFIED information, NATO RESTRICTED is a security classification.
ATOMAL	This designation is added <u>to</u> the NATO security classification when applicable. For example, COSMIC TOP SECRET ATOMAL (CTS-A). ATOMAL information applies to U.S. RESTRICTED DATA or FORMERLY RESTRICTED DATA or United Kingdom Atomic Information released to NATO.
NATO Unclassified (NU)	This is applied to official information that is the property of NATO but does not meet the criteria for classification. Access to this information by non-NATO entities is permitted when such access would not be detrimental to NATO.

NATO CLASSIFICATION MARKINGS

Mark a newly generated U.S. classified document that contains NATO classified information with the U.S. classification marking that reflects the highest level of NATO or U.S. classified information it contains.

"RELEASABLE TO NATO" statements on U.S. material indicate that the information has been authorized under applicable disclosure policies for release to NATO and may be discussed within the NATO community. Mark only the copies that are being released to NATO with a NATO marking. Control the remaining copies as U.S. information. There must be a record, however, that the information has been authorized for release to NATO.

Indicate in declassification and downgrading instructions that NATO information is exempt from declassification or downgrading without the prior consent of NATO; the reason to be cited is "foreign government information." Mark the outside "THIS DOCUMENT CONTAINS NATO CLASSIFIED INFORMATION."

Your supporting NATO Sub-registry or Control Point will provide for the dispatch and control of the NATO copies in the NATO registry system.

Except for COSMIC TOP SECRET material, permission is not required for inclusion of references, extracts, or paraphrases taken from other NATO classified documents when necessary for contractor-generated documents in the performance of a NATO contract. The NATO classified information must be identified within the document by marking each paragraph with the appropriate NATO marking. Use the exact markings that are on the source document. In addition, include a statement on the cover or first page that reads, "THIS DOCUMENT CONTAINS NATO (*insert classification level*) INFORMATION."

Maintain a record of source NATO documents and a bibliography, as required for derivatively classified U.S. documents.

NATO Banner Line	NATO Portion Marking
//COSMIC TOP SECRET	(//CTS)
//NATO SECRET	(//NS)
//NATO CONFIDENTIAL	(//NC)
//NATO RESTRICTED	(//NR)
//COSMIC TOP SECRET ATOMAL	(//CTS-A)
//NATO SECRET ATOMAL	(//NS-A)
//NATO CONFIDENTIAL ATOMAL	(//NC-A)
//NATO UNCLASSIFIED	(//NU)

ACCESS REQUIREMENTS

Only individuals who have the appropriate U.S. clearance level, have received the NATO access briefing for the specific level and type of information, and an established need-to-know can access NATO information. Ensure that the recipient(s) has met the access requirements before providing NATO information—whether oral, written, visual, or electronic transmission. A NATO access list is maintained in ESIS (Enterprise Security Information System); contact your Security officer to confirm authorized access before providing information.

Before accessing NATO information, the individual must meet all criteria below as well as additional criteria depending on the category of the information:

Required for access to any NATO information:

- U.S. citizenship; access is never granted to immigrant aliens, regardless of clearance
- A completed NATO security briefing
- A need-to-know for the information

Additional criteria for access to NATO classified information:

- Final Top Secret or final Secret clearance, depending on the category of information
 - Interim Top Secret is valid for access at the Secret and Confidential level only.

Additional criteria to access ATOMAL information:

- Cleared and briefed for Restricted Data; Interim Clearances are not acceptable for access.

STORAGE

Ensure persons with access to storage containers containing NATO information, including combinations for containers, are also briefed and authorized for access to NATO information.

The physical security requirements for NATO CONFIDENTIAL and above are the same as for U.S. material of the same level of classification.

You must store NATO information separately from non-NATO information. Separation can be done using separate security containers, separate drawers in a single container, or separate file dividers in the same security container holding U.S. classified material.

The combination for the container must be changed whenever someone with access to the container leaves or no longer qualifies for access to NATO information, or if the combination has been or suspected of having been compromised. Otherwise, have the combination changed annually.

Store NATO RESTRICTED material in a locked filing cabinet or storage container, or in a room or building with controlled access.

OTHER HANDLING REQUIREMENTS

ACCOUNTABILITY

Continuous receipting is required for COSMIC TOP SECRET, NATO SECRET, and all ATOMAL. Specific accounting records for NATO CONFIDENTIAL and NATO RESTRICTED are not required unless specified by the originating nation or your site. It is the custodian's responsibility to ensure that all NATO information is accounted for, controlled, and properly safeguarded at all times. Contact Classified Material Services for assistance.

TRANSMITTAL

Transmission of NATO classified information within the U.S. must be carried out in accordance with procedures set forth in the NISPOM. Follow the transmittal requirements for NATO material at your site or program. COSMIC TOP SECRET and all ATOMAL information may not be processed, stored, or transmitted in electronic form.³

Follow Security Classified Material Services procedures for accountability of material and preparation for packaging of material to be transmitted. The inner container must be marked "NATO" in addition to the overall classification.

REPRODUCTION

Follow the reproduction requirements for NATO material at your site. Actual reproduction may or may not be allowed at your site. When allowed, reproduction must be carried out conforming to member nation originator's requirements. Reproduction of COSMIC TOP SECRET material requires the approval of the Central U.S. Registry for NATO. Account for and safeguard reproduced copies as the originals.

DESTRUCTION

Follow your site procedures for the destruction of NATO material, unless otherwise indicated by the releasing agency.

REPORT SECURITY VIOLATIONS, LOSS OR COMPROMISE

NATO guidelines for security violations and compromise are very similar to U.S. material. Report security violations, loss or compromise to your Security officer.

If you find NATO material unsecured and unattended, immediately contact your Security officer. Stay with the material and wait for the Security officer to arrive. Do not disturb the area or material. Do not allow anyone else to disturb the area or allow unauthorized personnel to have access to the material.

If it is necessary that you leave the area before the Security officer can assume custody, place the material in a security container and lock the container. If there is no container, take the material directly to an appropriately cleared Security officer, explain the circumstances, and obtain a receipt for the material.

As part of your annual DoD refresher briefing, you will be provided awareness on counterintelligence and espionage attempts and how to report suspected or actual contact. The DoD refresher briefing will also include safeguards and reporting requirements for foreign travel.

- Where to Report [webpage](#)
- Security Points of Contact [webpage](#)

SUMMARY OF YOUR RESPONSIBILITIES

PERSONAL STATEMENT OF ACKNOWLEDGEMENT

- I am aware that disclosure of NATO classified information to unauthorized persons, whether willfully or through gross negligence, may cause the loss of my security clearance and will subject me to prosecution under the criminal laws of the United States.
- I acknowledge my continuing individual security responsibility for safeguarding NATO classified information.
- I understand that an annual NATO security briefing is required and if I no longer require access to NATO material, I will contact Security to arrange a debriefing.

CONTACT INFORMATION AND RESOURCES

Cognizant Security office can provide site-specific guidance. Your local Security education team can provide information on briefings, new requests for NATO access, or requests to be debriefed from NATO access.

If you have questions or comments, contact your local [Security Representative](#).

If you cannot view this video on the Learning Exchange (LX), email the ESSS Training Group at ESSS_DoDTraining@ngc.com stating you have completed the NATO training. In your e mail include:

- Your legal first and last name
- Your MyID
- Title of training completed: **NATO**