



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

OCT 21 2013

MEMORANDUM FOR DEPARTING DEPARTMENT OF DEFENSE PERSONNEL

SUBJECT: Preventing Unauthorized Disclosures of Classified Information or Controlled
Unclassified Information

Thank you for your service to the Nation. As you leave the Department of Defense (DoD), I want to remind you that you have a life-long obligation to safeguard classified information and controlled unclassified information (CUI) from unauthorized disclosures. Your responsibility to protect such information does not expire after your service with the Department is complete.

Classified information and CUI must be maintained in confidence to protect the United States, its citizens, and its democratic institutions. Unauthorized disclosure of classified information and CUI, whether deliberate or inadvertent, may jeopardize human lives; cause irreparable damage to our national security; damage intelligence and operational capabilities; reduce the effectiveness of DoD management; or degrade the Department's ability to protect critical information, technologies, and programs. In short, unauthorized disclosure of classified information or CUI, including personally identifiable information (PII), threatens the well-being of DoD personnel and private persons.

Prior to your departure, you will complete the Security Debriefing Acknowledgement section of Standard Form 312, *Classified Information Nondisclosure Agreement*. Please be advised that any public statements or publications based on your Government service must be submitted for a security review before release, in accordance with DoD Directive 5230.09, "Clearance of DoD Information for Public Release". Criminal, civil, or administrative actions may be pursued for any violation of the obligations set forth in DoD issuances and applicable laws. The security manager at the office to which you were last assigned remains available to assist with procedures for the public release of information related to your DoD service. Please ensure that you have retained your security manager's contact information. Indeed, to prevent inadvertent disclosure of protected information, you should always consult with your security manager before releasing any information related to your DoD service.

Thank you for your valued service to the Department. I wish you success in all your future endeavors.

A handwritten signature in cursive script, appearing to read "Curtis B. Carter", is located below the text.



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