

NORTH ATLANTIC TREATY ORGANIZATION

NATO Briefing Requirements (DCSA Cognizance)

North Atlantic Treaty Organization (NATO) Security Briefings:

- NATO security briefings must cover the requirements outlined in 32 CFR 117.19(g) and the consequences of negligent handling of NATO classified information.
- A sample briefing is available within the CDSE [Security Assistant Toolkit](#).

Initial NATO Security Briefings:

- When item 10(g) is selected on a DD Form 254 indicating the contractor will **require access to NATO classified information in performance of the contract**, a DCSA ISR will provide an initial NATO security briefing to a representative of the contractor.
- The contractor representative, or another briefed contractor designee, will then provide initial NATO security briefings to only those employees requiring access to NATO classified information in performance of the contract, prior to granting them such access.
- Employees must sign a certificate stating that they have been briefed and acknowledge their responsibility for safeguarding NATO classified information. Approved [digital signatures](#) are authorized.

Annual NATO Refresher Briefings:

- The contractor representative will receive an annual NATO refresher briefing from another briefed contractor representative or DCSA ISR.
- The contractor representative, or another briefed contractor designee, will provide annual NATO security refresher briefings to only those employees requiring continuing access to NATO classified information in performance of the contract.
- For purposes of NATO refresher briefings, “annual” means once a calendar year.

NATO Debriefings:

- The contractor must debrief employees when access to classified NATO information is no longer required.
- Employees must sign a certificate stating they have been debriefed.

NATO Briefing Certificate Retention:

- The contractor must maintain both the signed NATO briefing and debriefing certificate for two years after the debriefing for NATO Secret and Confidential, and three years after the debriefing for COSMIC Top Secret and ATOMAL information.
- Contractors are encouraged to document both the initial and debriefing on the same certificate for ease of retention purposes.
- The contractor must retain a verifiable record of the most recent annual NATO refresher briefing until the employee is debriefed. A verifiable record can be a spreadsheet, sign-in log, email acknowledgment, or any other method chosen by the contractor to confirm the employee received the refresher briefing.

Defense Information System for Security (DISS) Record:

- When access to NATO classified information is required, the contractor must enter the initial NATO security briefing date in DISS. When access is no longer required, the contractor will debrief access accordingly.
- There is no requirement to enter annual NATO refresher briefing dates or to upload a copy of the certificates in DISS.

Additional Notes:

- Multiple Facility Organizations operating under centrally managed services may provide NATO security briefings to employees throughout the legal entity after DCSA provides an initial NATO briefing to a contractor representative. In this instance, a branch FSO may need to contact their assigned DCSA ISR to request NATO be added to their NISS profile for Facility Verification Request purposes, if contractually required.
- A Government Contracting Activity (GCA) or prime contractor may wish to provide NATO security briefings to contractor personnel on-site at their location once need-to-know has been established. However, when NATO access is managed under the contractor’s Security Management Office (SMO) in DISS, the contractor must confirm the briefing validity and maintain a copy of all associated briefing records.

