

## Records Management



Transferring your official records upon reassignment, resignation or retirement is required. Prior to your last day, take inventory of hard and soft copy records in your possession and contact your office's primary information officer or an agency information management officer from

the Records Management Branch (SISM) team to inform them of your separation from the agency.

Records Management Policy Office  
SISM@nga.ic.gov  
or  
**571-558-1155**

## Foreign Travel

Reporting your foreign travel or foreign national associations is a career obligation, but is not required once you are debriefed from access.



Consider counterintelligence concerns or personal safety risks before traveling to hazardous or hostile areas. Country-specific threat information can be found at:

<http://www.state.gov>  
or  
United States Department of State  
Bureau of Political Affairs  
Washington, D.C. 20520  
**202-647-4000**

## Remember

Even after you leave, you are still bound to the non-disclosure agreements you signed when you arrived at NGA.

Office of Security  
Security Education and Awareness Branch  
**571-557-3322**



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National Geospatial-Intelligence Agency  
7500 GEOINT Drive  
Springfield, Virginia 22150

[www.nga.mil](http://www.nga.mil)



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**NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY**  
Know the Earth... Show the Way... Understand the World

# Leaving NGA?

## Remember Your Obligations



# Remember your obligations even after you leave NGA.

At the time of your indoctrination to the National Geospatial-Intelligence Agency information, you acknowledged an assortment of responsibilities, obligations and commitments to the agency.

## Pre-Publication Review

Resumes: Prior to leaving NGA, it is your responsibility to ensure that your resume is unclassified and contains no sensitive information. For tips on developing your resume, refer to the guidance on NGANet:

**SI homepage > Classification Management > Marking Guides > Quick Reference Guides > Resume Tips.** If you need additional assistance, contact the NGA Classification Management Office at **571-578-3311**.

Please direct post-employment requests for resume reviews to [prepubreview@nga.mil](mailto:prepubreview@nga.mil).

Resumes of NGA affiliates must be reviewed by their parent organization in accordance with that organization's procedures. NGA will review it for NGA equities prior to your submission to your parent organization if requested to do so. Otherwise, your parent organization will have to coordinate with NGA before they can complete their review.

All other materials: Any agency-related unclassified material intended for publication or dissemination must undergo pre-publication review. This includes books, speeches, Internet postings, biographies, press releases, articles, blogs, instruction materials, college thesis papers, reports, etc. Please direct pre-publication review requests to:

[prepubreview@nga.mil](mailto:prepubreview@nga.mil)

or

National Geospatial-Intelligence Agency  
Office of Corporate Communications  
ATTN: Public Release Officer  
7500 GEOINT Drive  
Springfield, VA 22150  
Mail Stop: N73-OCC

## Safeguard Protected Information

"Protected" means all classified or pending classified defense information that is not releasable to the general public. Protected also means any unclassified information which is protected by statutes such as For Official Use Only (FOUO), Limited Distribution (LIMDIS), Law Enforcement Sensitive (LES) and information subject to the Privacy Act.



## Report Unauthorized Disclosures

If you become aware of someone disclosing or soliciting classified information, immediately report it to the NGA Counterintelligence Threat Mitigation Center at **571-557-4009**.

If you are outside the United States, contact a U.S. embassy or consulate, the nearest U.S. military installation, an overseas NGA location or the U.S. Department of State. When contacting a U.S. embassy or consulate, remember that local foreign nationals may be employed there. Ask to speak to an area security officer in private and do not make your prior NGA affiliation known until you are in a secure area.

U.S. Department of State  
hotline for American travelers:

**1-888-407-4747**

[www.state.gov](http://www.state.gov)  
[www.embassy.gov](http://www.embassy.gov)

