

**"All possible security clearance violations will be reported to the Gemini Tech Services FSO for investigation. An individual who is found to have violated provisions of the security policies and procedures will be subject to the following minimum corrective actions.**

- \* First violation, repeat refresher security training documented for the employee's security file.
  
- \* Second violation, repeat refresher security training with supervisor and receive a letter of reprimand to be filed in the employee's personnel and security files.
  
- \* Third violation will result in the employee's immediate termination of employment
  
- \* A willful violation may result in immediate termination of employment."