DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Navy Sec. Regs. 12-F

RESTRICTED

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Send to Mrs Blake
Rm 418 - 5-15-22nd St N.W.

RESTRICTED

Security Rep
Lowe

UNITED STATES NAVY
SECURITY MANUAL FOR CLASSIFIED MATTER

OPNAV-32-P-1100

NAVY DEPARTMENT
Office of the Chief of Naval Operations
Washington, D. C.

RESTRICTED

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

RESTRICTED

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

24 MAY 1948

LETTER OF PROMULGATION

This publication will be known as the "United States Navy Security Manual for Classified Matter." It is published by the Chief of Naval Operations (Chief of Naval Intelligence) as directed by the Secretary of the Navy.

The directives contained in this Manual are issued for guidance in the security control of classified matter and are binding upon all naval activities and military and civilian personnel of the Naval Establishment. They have the same force and effect as orders issued by the Secretary of the Navy and the Chief of Naval Operations, but in no way alter or amend any provision of Navy Regulations or Navy Department General Orders.

Reproductions of and extracts from this Manual may be made for naval use as directed by local competent authority.

This Manual may be made available to private activities when it is in the interests of the United States Navy provided that competent authority maintains a local record of distribution.

Other government activities may make reproductions of and extracts from this Manual, provided such are given the security protection required by this Manual for Restricted matter.

This Manual may be carried in aircraft.

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U. S. C., 31 and 32, as amended. Its transmission or the revelation of its contents, in any manner, to an unauthorized person is prohibited by law.

Since this is the first comprehensive manual to be published on the subject of the security of classified matter, recipients are especially encouraged to recommend changes hereto which are based upon Service experience.

This Manual will become effective on 1 August 1948.

LOUIS DENFELD
Chief of Naval Operations

Approved:

JOHN L. SULLIVAN
Secretary of the Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ERRATUM SHEET

Art. 2-4, page 4--Change lines 2 and 3 to read: "any form or of any nature which in the public interest must be safeguarded in the"

Art. 3-4(a), page 12--In line 2 delete " , while not endangering the national security, "

Art. 3-5(a), page 14--Change first sentence to read: "Information and material (matter) which requires security protection, other than that determined to be Top Secret, Secret or Confidential, shall be classified Restricted."

Art. 3-7, page 15--In line 3, change "4-28" to "4-27"

Art. 6-17(d), page 41--In line 1 after "registered matter" add "and Restricted messages which require cryptosecurity measures"

Art. 6-17(e), page 41--In line 1 after "matter" add " , other than Restricted messages which require cryptosecurity measures"

Art. 16-9(b)(b), page 141--In line 1, change "One copy" to "Two copies"

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

RECORD OF CORRECTIONS

Change No.	Date entered	By whom entered (signature; rank or rate; name of command)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

RECORD OF CORRECTIONS

Change No.	Date entered	By whom entered (signature; rank or rate; name of command)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

U. S. NAVY SECURITY MANUAL FOR CLASSIFIED MATTER

TABLE OF CONTENTS

			Page No.
CHAPTER 1.---INTRODUCTION:	Art. 1-1 - 1-9		1-3
CHAPTER 2.---DEFINITIONS:	Art. 2-1 - 2-46		4-8
CHAPTER 3.---CLASSIFICATION CATEGORIES:	Art. 3-1 - 3-7		9-16
CHAPTER 4.---CLASSIFICATION:			
Section 1.	Art. 4-1 - 4-12.	Basic Instructions	17-21
Section 2.	Art. 4-13 - 4-24.	Change in Classification	21-25
Section 3.	Art. 4-25 - 4-32.	Marking	25-29
CHAPTER 5.---CONTROL OFFICERS:			
Section 1.	Art. 5-1 - 5-2.	Security Classification Control Officers	31-32
Section 2.	Art. 5-3 - 5-4.	Top Secret Control Officers	32
Section 3.	Art. 5-5 - 5-6.	Restricted Data Control Officers	33
CHAPTER 6.---CUSTODY:			
Section 1.	Art. 6-1 - 6-16.	Basic Principles	35-40
Section 2.	Art. 6-17 - 6-27.	Stowage	40-44
Section 3.	Art. 6-28 - 6-47.	Accounting	44-52
CHAPTER 7.---TRANSMISSION:			
Section 1.	Art. 7-1 - 7-13.	General	53-59
Section 2.	Art. 7-14 - 7-23.	Preparation of Matter for Transmission	59-62
CHAPTER 8.---OFFICER MESSENGER MAIL:			
Section 1.	Art. 8-1 - 8-16.	General	63-68
Section 2.	Art. 8-17 - 8-27.	Special Instructions for Officer Messenger Mail Offices	68-71
CHAPTER 9.---CONTROL OF DISSEMINATION:			
Section 1.	Art. 9-1 - 9-13.	General	73-78
Section 2.	Art. 9-14 - 9-20.	Oral Discussion and Personal Censorship	78-82
Section 3.	Art. 9-21 - 9-24.	Disclosure Through Judicial Proceedings	82-85
Section 4.	Art. 9-25 - 9-29.	Prevention of Unauthorized Disclosure to Foreigners	85-87
Section 5.	Art. 9-30 - 9-34.	Disclosure to Federal Activities and Private Citizens	87-89

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TABLE OF CONTENTS

			Page No.
Section 6.	Art. 9-35 - 9-38.	Disclosure through Correspondence and Reports	89-91
CHAPTER 10.---DISCLOSURE THROUGH PUBLIC RELATIONS: Art. 10-1 - 10-16.			93-98
CHAPTER 11.---CONTROL OF PHOTOGRAPHY: Art. 11-1 - 11-25.			99-107
CHAPTER 12.---PRINTING OF CLASSIFIED MATTER: Art. 12-1 - 12-9.			109-112
CHAPTER 13.---COMMUNICATIONS: Art. 13-1 - 13-4.			113-114
CHAPTER 14.---CONTROL OF DISCLOSURE TO VISITORS:			
Section 1.	Art. 14-1 - 14-22.	General	115-121
Section 2.	Art. 14-23 - 14-28.	Visits by Foreigners	121-124
Section 3.	Art. 14-29 - 14-32.	Visits by United States Citizens	124-126
Section 4.	Art. 14-33 - 14-34.	Passage in Ships for Civilians Not Employees of the Navy	126-127
CHAPTER 15.---INVESTIGATIONS:			
Section 1.	Art. 15-1 - 15-9	General	129-133
Section 2.	Art. 15-10 - 15-13.	Contractor Personnel	134-135
CHAPTER 16.---INDUSTRIAL SECURITY:			
Section 1.	Art. 16-1 - 16-14.	General	137-143
Section 2.	Art. 16-15 - 16-23.	Personnel Security in Industry	143-149
Section 3.	Art. 16-24 - 16-28.	Appeal and Review Procedure	149-152
ESPIONAGE ACT: Appendix "A"			153-156
ATOMIC ENERGY ACT OF 1946: Appendix "B"			157-159
FORMAT FOR USE IN NOTIFICATION OF ORIGINATORS OF VIOLATIONS IN THE TRANSMISSION OR CLASSIFICATION OF MATTER: Appendix "C"			161
SAMPLE FORMAT FOR SECURITY TERMINATION STATEMENTS: Appendix "D"			163
SAMPLE ORDERS FOR OFFICER MESSENGERS AND COURIERS: Appendix "E"			165
SAMPLE FORMAT FOR DESIGNATION AS A NAVAL COURIER: Appendix "F"			167
SAMPLE FORMAT FOR SECURITY SURVEY REPORT: Appendix "G"			169-172
ALPHABETICAL INDEX			173-200

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES NAVY
SECURITY MANUAL FOR CLASSIFIED MATTER

CHAPTER 1

INTRODUCTION

1-1

ORGANIZATION AND RESPONSIBILITY--The Chief of Naval Operations exercises control over all policies relating to the maintenance of the security of classified matter. Owing to the close relationship of counter-intelligence and the preservation of security, the Chief of Naval Intelligence has been designated as the officer primarily responsible to the Chief of Naval Operations for the protection of classified matter. Therefore, the Office of Naval Intelligence formulates and implements basic naval policies which relate to the security of classified matter. Obviously, actual responsibility in a particular instance rests upon the command or individual who is in a physical position to exercise direct security control.

1-2

OBJECTIVE--The objective of the orders and instructions which appear herein is to establish a coordinated policy for the maintenance of the security of classified matter. It is essential that unauthorized disclosures of information be prevented.

1-3

APPLICATION--The security of the United States in general and of naval operations in particular depends, in part, upon the success attained in the control of classified information. Military information is of varying degrees of value to enemies and potential enemies of the United States and, therefore, should be assigned corresponding protection.

Security control of information is fundamentally a question of balance. In the development of a sound security control policy, consideration must be given to the fact that practical limitations will often hamper the attainment and maintenance of absolute protection. Consideration must also be given to the need for the dissemination of information to Congress, the public, other government activities, and naval contractors, as well as to the Naval Service. Likewise, consideration must be given to the fact that, under certain circumstances, progress in material development, commercial experience, and industrial capacity may be of greater value to national defense than the perfect security protection of a specific item of classified naval information.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

INTRODUCTION

It is of paramount importance that all who engage in administering security preserve a balanced and common-sense outlook toward the subject. The ideal to be sought is the indoctrination of all personnel to the point that they automatically exercise proper discretion in the routine discharge of their duties and do not think of security of information as something separate and apart from other things. In this way, security of information becomes a natural element of every task and not an additionally imposed burden. The attainment of the desired objective requires sound direction from above and full alertness and cooperativeness on the part of all subordinates.

1-4

BASIS--The U. S. Navy Regulations, Articles for the Government of the Navy, General Orders, the Espionage Act, the Atomic Energy Act, Executive Orders, and other legally established directives form the basis for this publication.

1-5

LIMITATIONS OF SECURITY--Security is a means--not an end. Rules which govern security of information are analogous to gunnery safety orders. They do not guarantee protection, and they do not attempt to meet every conceivable situation. The law of diminishing returns limits the control measures that can be employed profitably, but it is possible to obtain a satisfactory degree of secrecy with a minimum of sacrifices.

1-6

SECURITY VS. SPEED--As strategic planning progresses through its processes to the tactical execution, there is a variable relationship between over-all security of information and speed. In the earliest stages of strategic planning, security of information is definitely dominant. The transition from strategic planning to tactical execution is gradual. At the time of tactical execution, speed is dominant and is secondary only to reliability.

1-7

SCOPE OF SECURITY--Security of information is achieved by a variety of practices, precautions, and safeguards which include suitable defensive measures against the following:

(a) Capture or salvage of classified matter

(b) Theft, espionage, observation, and photography

(c) Interception of communication traffic

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(d) Radio direction finding or tracking

(e) Traffic analysis

(f) Cryptanalysis

(g) Spurious messages and other falsifications of communications

(h) Carelessness and laxity of personnel

1-8

BASIC SAFEGUARDS--It is imperative that classified matter be safeguarded from compromise. This is accomplished primarily by the following:

(a) Thorough indoctrination of personnel

(b) Maintenance of proper custody

(c) Thorough destruction when appropriate

(d) Limiting accessibility to those who "need to know"

1-9

GENERAL INTERPRETATION--In the interpretation of the provisions of this publication, each command and individual shall be guided by the primary objectives of security. These directives are not intended to restrict the mature judgment of individuals in the proper application of initiative. It is expected that commands will issue additional directives as necessary to meet local situations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 2

DEFINITIONS

Definitions of certain terms as used in this publication are as follows:

2-1. CATEGORIES--The degrees of classification, Top Secret, Secret, Confidential, and Restricted, will be known as "categories." For example, matter marked Top Secret shall be within the Top Secret category.

The terms "categories" and "degrees" as used in this publication are synonymous.

2-2. CLASSIFICATION--"Classification" is the term which embodies categories in the specific sense and may also refer to the over-all system whereby matter assumes a classified status. For example, matter may be referred to as having a classification of Top Secret. The term may also refer to an entire project or organizational process.

2-3. CLASSIFIED INFORMATION--The term "classified information" as used herein means information, the security protection of which is necessary for the national welfare. Classified information may be Top Secret, Secret, Confidential, or Restricted, depending upon the degree of protection necessary for its safeguarding.

2-4. CLASSIFIED MATTER--"Classified matter" is information or material in any form or of any nature which, in the public interest, or in the interest of the service, or of persons within the service, must be safeguarded in the manner and to the extent required by its importance.

2-5. CLASSIFYING OR GRADING--"Classifying" or "grading" is the procedure whereby a decision is made as to the classification to be assigned, the physical act of so marking, and the notification of interested commands as to the assigned classification.

2-6. COMPETENT AUTHORITY--"Competent authority" is that individual who, through command status, position, and administrative jurisdiction, is qualified to assume responsibility and to render a decision with regard to a specific question under consideration.

A "competent authority" exercises the prerogatives of command and assumes complete responsibility for the activity he controls.

The term embodies naval officers and civilians who are in positions of administrative authority. For example, the term is applicable to the civilian in charge of a Records Management Center.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

DEFINITIONS

2-7. COMPROMISE--"Compromise" is that which signifies loss of security of information as a result of an unauthorized person's having obtained knowledge thereof.

2-8. CONFIDENTIAL--Refer to article 3-4.

2-9. CONSIGNEE--The "consignee" is the designated commanding officer or other competent authority to whom mail may be consigned for delivery or forwarding.

2-10. COUNTER-INTELLIGENCE--"Counter-Intelligence" is that aspect of intelligence relating to all security control measures, both active and passive, which is designed to insure the safeguarding of information, personnel, equipment, and installations against espionage, sabotage, or subversive activities of foreign powers and of disaffected groups of individuals.

2-11. DOCUMENT--The term "document" means any recorded information, regardless of its physical form or characteristics, and includes but is not limited to the following:

(a) Written matter, whether handwritten, printed, or typed

(b) All printed, drawn, or engraved matter

(c) All sound or voice recordings

(d) All printed photographs and exposed or printed film, still or moving

(e) All reproductions of the foregoing by whatever process

2-12. DOWNGRADING--"Downgrading" is the act of lowering the assigned security classification of matter. Notification of interested commands is part of the process.

2-13. EQUIPMENT--"Equipment" is that which includes machinery, apparatus, and devices.

2-14. HANDLING--"Handling" embodies the preparation, processing, transmission, and custody of classified matter.

2-15. INTELLIGENCE--"Intelligence" is the product of the evaluation, analysis, and synthesis of information. It reveals the meaning and significance of information and may be in the form of oral or written factual statements, estimates, analyses, or forecasts. It may have internal aspects as it relates

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DEFINITIONS

to the continental United States and its territories, possessions, and approaches; and external aspects as it relates to all other countries whose policies or activities may concern the United States. That part of such intelligence which is of naval interest becomes "Naval Intelligence."

2-16. LONG TITLE--"Long Title" is the descriptive name assigned to a specific document or device by the preparing agency.

2-17. MARKING--The term "marking" as used herein means the physical act of indicating on classified matter the assigned classification or change therein. If required, "marking" shall also show authority for classification, reclassification, and any special limitations on use.

2-18. MATERIAL--"Material" and "matter" are synonymous.

2-19. MATTER--The term "matter" is that which is applied to any document, product, or substance on or in which information may be recorded or embodied. "Matter" shall include everything, regardless of its physical character or makeup. "Information" which is transmitted orally shall be considered as "matter" for purposes of security. Machinery, documents, apparatus, devices, photographs, recordings, reproductions, notes, sketches, maps, and letters, as well as all other products or substances, shall fall within the general term of "matter." "Matter" and "material" are synonymous.

2-20. MESSAGE--A "message" is any thought expressed in brief form, plain or coded language, which is for transmission by established means of rapid communication.

2-21. NAVAL COURIER--The term "naval courier" shall be construed to apply to a person who has been designated and accredited by a competent authority to receive, transport, and deliver specific grades of classified matter. (Refer to article 7-3.)

2-22. NUMBERED DOCUMENTS--"Numbered documents" are those for which a number has been assigned for administrative convenience, but for which no short title or accounting is necessary.

2-23. OFFICER MESSENGER--An "officer messenger" is a commissioned officer who has been designated to carry or to maintain official matter in his direct physical custody during transit between commands.

2-24. OFFICER MESSENGER MAIL--"Officer Messenger Mail" is that which shall be given special safe handling either by the hand of a commissioned officer or in special circumstances by a naval courier.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DEFINITIONS

2-25. ORDER OF BATTLE--The term "Order of Battle" applies to the composition, strength, location, and combat value of all units including reserve of one's own or of the enemy forces.

2-26. ORIGINATOR--The "originator" is that authority who initially creates and disseminates an item of matter. He is responsible for determining the classification category to be assigned to the matter which he originates.

2-27. PARAPHRASING--"Paraphrasing" is a restatement of a text in different phraseology without alteration of the meaning.

2-28. PHOTOGRAPHS--The term "photographs" applies to all pictures, negatives, and reproductions thereof, regardless of the type and manner in which obtained.

2-29. PHOTOMAP--A "photomap" is a reproduction of a photograph or mosaic upon which grid lines, marginal data, and place names may be added.

2-30. PLAIN LANGUAGE, PLAIN TEXT--"Plain language" or "plain text" is that medium of expression which conveys an intelligible meaning in any generally recognized language. It contains no hidden meanings and is the intelligible text of a cryptogram.

2-31. PUBLIC RELEASE--"Public release" is that which provides for unlimited disclosure of information to the press and public. The matter involved shall be unclassified.

2-32. RECLASSIFYING OR REGRADING--"Reclassifying" or "regrading" is the act of changing the assigned classification of matter.

2-33. REGISTERED MATTER--"Registered matter" is that to which a register number is assigned, and which is accounted for at prescribed intervals and upon specified occasions. Registered matter as such shall not be confused with registered mail.

2-34. RELEASE--First Definition--"Release" is that action by competent authority whereby a certain dissemination of matter is authorized. In this sense the term is usually applied to the authorization to send a message to specific addressees.

Second definition--"Release" shall also be construed to apply to an official statement, announcement, recital of facts, photograph, or other item which the Armed Services have officially made available for full dissemination to the public. In this sense the term is ordinarily used in connection with public relations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DEFINITIONS

2-35. RESTRICTED--Refer to article 3-5.

2-36. RESTRICTED DATA--Refer to article 3-6.

2-37. SECRET--Refer to article 3-3.

2-38. SECURITY--"Security" is a protected condition of matter which prevents unauthorized personnel from obtaining information of direct or indirect military value. It is a condition which results from the establishment and maintenance of protective measures which insures a state of inviolability from hostile acts or influences.

2-39. SECURITY OF INFORMATION--The term "security of information" embodies the protection of all concealed knowledge as specifically established by the assigned classification. It applies to all forms of classified matter and involves protection of oral remarks, as well as of written papers and equipment.

2-40. SHORT TITLE--A "short title" is a brief, identifying combination of letters or numbers assigned to a document or device for the purpose of brevity and security.

2-41. STOWAGE--"Stowage" refers to the manner in which classified matter is protected by physical or mechanical means.

2-42. TECHNICAL INFORMATION--"Technical information" is that which applies to data concerning munitions and equipment, instructions on maintenance and operation, and any descriptive matter or components thereof. This includes means of operations, manufacture, use, techniques, and processes. Information pertaining to the various sciences which may be employed directly or indirectly in warfare is also included. Data of a strategic or tactical nature are specifically excluded from the meaning of this term.

2-43. TOP SECRET--Refer to article 3-2.

2-44. UNCLASSIFIED MATTER--The term "unclassified matter" is that applied to matter which requires no special security protection.

2-45. UNITED STATES--The term "United States" if used in a geographical sense includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States.

2-46. UPGRADING--"Upgrading" is the act of changing the assigned classification of official matter upward. Notification of interested authorities is part of the process.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 3

CLASSIFICATION CATEGORIES

3-1

CATEGORIES--The security classification categories in current use are Top Secret, Secret, Confidential, and Restricted. They are defined in this chapter. The examples, which appear under the various security classification definitions, are for guidance and do not cover all possible situations and items. Several general subjects appear under more than one classification and specific matter connected therewith shall be classified according to merit. The content of specific matter is the test for classification. For purposes of this Manual the words "matter," "material," and "information" as used in connection with classification shall be considered as synonymous.

3-2

DEFINITION OF TOP SECRET--(a) Information and material (matter), the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation shall be classified Top Secret.

(b) For guidance the following are some examples of matter which normally shall be classified Top Secret:

(1) War plans and plans or particulars of future major or special operations

(2) Particulars of important dispositions or impending moves of our forces or convoys in connection with (1) above

(3) Very important political documents dealing with such matters as negotiations for alliances and the like

(4) Information as to the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services which would imperil secret agents

(5) Certain specialized techniques or methods which may be used in future operations, and the identity and composition of certain units, wherever located, which are especially intended for employment of such technique or methods

(6) Critical information of new and important munitions of war, including approved scientific and technical developments

(7) Important particulars of cryptography and cryptanalysis

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

CLASSIFICATION CATEGORIES

3-3

DEFINITION OF SECRET--(a) Information and material (matter), the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or would be of great advantage to a foreign nation shall be classified Secret.

(b) For guidance the following are some examples of matter which normally shall be classified Secret:

(1) Particulars of operations in progress

(2) Plans or particulars of operations, or war plans with necessary enclosures thereto, not included under Top Secret

(3) Instructions regarding the employment of important new munitions of war, including scientific and technical developments

(4) Important improvements to existing munitions of war until accepted for service use including scientific and technical developments

(5) Information relating to new material (matter) of the type described in (a) above

(6) Information of the type described in (a) above concerning specific quantities of war reserves

(7) Development projects of the type described in (a) above

(8) Information of enemy or potential enemy material, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it

(9) Reports of operations containing information of vital interest to the enemy

(10) Vital military information on important defenses

(11) Adverse reports on general morale affecting major operations

(12) Important cryptographic devices and material (matter) unless assigned to a lower category

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

(13) In the continental United States those military maps and aerial photographs which show vulnerable points or vital installations

(14) In overseas possessions or foreign territories occupied by forces of the United States those military maps and aerial photographs which show the layout of permanent defense works and naval bases, other vulnerable points of vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element which discloses functioning characteristics of permanent defense works and naval bases

(15) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign country concerned

(16) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives. Such matter will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

(17) Information indicating the strength of our troops, air and naval forces, identity or composition of units or quantity of specific items of equipment pertaining thereto in active theaters of operation, except that mailing addresses will include organizational designations

(18) Information on the order of battle of a foreign nation. Such information will be classified according to the means by which it was obtained and the importance of concealing that it is possessed by the United States.

(19) New or specialized ships, aircraft, equipage, techniques, or methods to be used in future operations. The identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.

(20) Photographs, negatives, photostats, diagrams, or models of Secret matter

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

3-4

DEFINITION OF CONFIDENTIAL--(a) Information and material (matter), the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation or would cause unwarranted injury to an individual, or be of advantage to a foreign nation shall be classified Confidential.

(b) For guidance the following are some examples of matter which normally shall be classified Confidential:

(1) Particularly serious matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard

(2) Routine operational and battle reports which contain information of value but are not of vital interest to the enemy

(3) Routine intelligence reports

(4) Military radio frequency allocations of special significance, or those which are changed at frequent intervals for security reasons

(5) Military call sign assignments of special significance which are changed at frequent intervals for security reasons

(6) Meteorological information of designated areas

(7) Information which indicates strength of our troops, air and naval forces, identity or composition of units, or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation

(8) Technical documents and manuals of the type described in (a) above used for training, maintenance, and inspection of important new munitions of war

(9) General tactical lessons learned as a result of operations which it is desirable to withhold from any foreign nation

(10) Information relating to the design and development of new material and containing information of the type described in (a) above

(11) Certain legal documents, such as leases, which contain information of local political or financial significance of the type described in (a) above

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

(12) Cryptographic publications and devices not assigned a different classification

(13) In the continental United States, those military maps and aerial photographs which show the layout of the permanent defense works and naval bases considered important to the defense of the United States, and those that serve to fix definitely the location of any element of such permanent defense works and naval bases. When the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified Confidential.

(14) In overseas possessions and foreign territories occupied by the forces of the United States, those military maps and aerial photographs not classified as Secret which show military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area important to defense

(15) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign government concerned

(16) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives. Such matter will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of basic photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

(17) Technical information of the type described in (a) above, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge

(18) Information and records compiled at the request of the Navy Department for its use in the assurance of adequate provision for the mobilization of industrial organizations essential to wartime needs

(19) Information of the type described in (a) above relative to specific quantities of war reserves

(20) Photographs, negatives, photostats, diagrams, or models of Confidential matter

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

3-5

DEFINITION OF RESTRICTED--(a) Information and material (other than Top Secret, Secret, or Confidential matter) which should not be published or communicated to anyone except for official purposes shall be classified Restricted. The term "Restricted" as used herein is not to be confused with the term "Restricted Data" as defined in the Atomic Energy Act of 1946 (Act of August 1, 1946, Ch. 724, 60 Stat. 755).

(b) For guidance the following are some examples of matter which normally shall be classified Restricted:

(1) Documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard

(2) Information indicating the strength of our troops, air and naval forces, identity or composition of units, or the total quantity of specific items or equipment pertaining thereto in areas remote from active theaters of operation

(3) Training and technical documents for official use only or not intended for release to the public

(4) Photographs, negatives, photostats, diagrams, or models of Restricted matter

(5) Parts of mobilization plans and regulations of the type described in (a) above

(6) Documents relating to the design and development of new material of the type described in (a) above

(7) Procurement plans of the type described in (a) above

(8) Cryptographic devices and material of the type described in (a) above

(9) Certain legal documents, such as leases, of local political or financial significance of the type described in (a) above

(10) Documents regarding engineering principles and design details, composition, method of processing or assembling, which are vital to the functioning or use of an article of material

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

(11) In the continental United States, those military maps and aerial photographs which show military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered important to the defense of the United States

(12) During times of active hostilities, photographs and negatives, not otherwise classified, of territory under our or enemy control in or adjacent to active theaters of operation, and of territories under our control remote from active theaters of operation

(13) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives. Such matter will be graded in accordance with the actual details shown thereon and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

(14) Compilations of permanently assigned call signs or allocations of frequencies that are individually unclassified

3-6

DEFINITION OF RESTRICTED DATA--(a) The Atomic Energy Act of 1946 defines Restricted Data as "all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the utilization of fissionable material in the production of power, but shall not include any data which the (Atomic Energy) Commission from time to time determines may be published without adversely affecting the common defense and security." The phrase "Restricted Data" shall not be confused with the security classification category "Restricted" but shall indicate that special additional safeguards shall be utilized in the handling of such matter.

(b) Matter containing Restricted Data shall bear an appropriate mark or stamp to indicate this fact. It shall, in addition, be marked Top Secret, Secret, Confidential, or Restricted, as appropriate. (Refer to articles 4-16(g), 4-32, 6-5, 6-17(f), 7-8, 7-14, 9-7, and 9-33.)

3-7

CATEGORY MARKING--(a) Classification categories and Restricted Data markings shall be shown in capital letters if used as a stamp or special marking on matter. (Refer to article 4-28.)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION CATEGORIES

(b) When the words Top Secret, Secret, Confidential, and Restricted are used in the body of correspondence or publications to denote a classification category, they shall be written with initial letters in capitals.

(c) The words "Restricted Data" shall be written with initial letters in capitals if used in the body of correspondence to refer to matter of the Atomic Energy Commission.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 4

CLASSIFICATION

SECTION 1--BASIC INSTRUCTIONS

4-1

RESPONSIBILITY--(a) Officers in a command status are responsible for the classification and reclassification of matter originated within their jurisdiction. They shall issue such additional directives as may be necessary for control within their command.

(b) The officer who originates or has the initial possession of matter which requires classification shall be responsible to his commanding officer for the assignment of the proper classification and for the reclassification thereof when appropriate. Insofar as is practicable, such officer shall assign a classification before preparing matter in documentary form in order that notes, discussions, and other preliminary actions can be properly safeguarded.

(c) Chiefs of bureaus and offices of the Navy Department and other competent authorities who are engaged in the preparation and execution of plans, research, tests, production, procurement, storage, and use involving classified matter are responsible for the promulgation of additional protective instructions as needed. This applies to matter in shipyards, stations, laboratories, offices, and other establishments wherein such matter is located.

4-2

CLASSIFICATION ACCORDING TO CONTENT--(a) Matter which requires safeguarding shall be assigned the lowest classification consistent therewith.

(b) Unless otherwise directed by competent authority, documents and information of any nature, including extracts, shall be classified according to content or merit and not according to relationship to other classified matter, except that the classification of a file or physically connected group shall be that of the highest grade included therein. (Refer to articles 9-9 and 9-10.)

4-3

SINGLE CLASSIFICATION--(a) Matter shall bear the classification of its highest component. Pages, paragraphs, sections, or components may bear different classifications, but the document or article shall bear only one over-all classification.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(b) A letter of transmittal shall be classified at least as high as the highest classified enclosure but may be marked for downgrading when the enclosure is removed. (Refer to article 4-28.)

4-4

EQUIPMENT CLASSIFICATION--(a) Equipment shall be classified in the same manner as documents and insofar as is practicable shall be similarly safeguarded in handling.

(b) The Chief of Naval Operations will exercise his authority in the assignment of initial classification to new projects and concepts, as he deems appropriate, in the interests of security and expeditious development. Such action will usually be taken prior to the establishment of bureau and office responsibility and then only as necessary to meet an immediate situation.

(c) The responsibility for the initial assignment of classifications to equipment rests with the chief of the bureau or office under whose direction the equipment was conceived, designed, developed, tested, and procured. However, the Chief of Naval Operations may initially classify and reclassify specific equipment in order to provide for continuing coordination.

(d) Bureaus and offices shall be responsible for assigning and changing classifications of components, test equipment, and technical data related to major equipment, including the orderly transition from initial concept through research, development, test, production, and operation to obsolescence and discard.

(e) In all cases where bureaus and offices and other government activities share cognizance or interest in specific equipment, coordination shall be accomplished prior to classification or reclassification. The Chief of Naval Operations shall be consulted for a decision if the views of two or more chiefs of bureaus or offices cannot be reconciled.

(f) Naval inspectors and representatives shall be guided by the general policy in assigning classifications to equipment and related documents which are originated locally.

4-5

CLASSIFICATION OF MESSAGES--Each message and each reference to a message shall be classified on its own merit, except as follows:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(a) A message which refers to a classified message may be given a lower security classification than that of the message referred to, if the text permits. The reply cannot be unclassified except as provided in (b) below.

(b) When a classified message referred to is one in which the originator and all addressees are designated in the heading, rather than in the text, the reply may be unclassified if it consists of only a reference, plus one or more of the one-word replies, namely, "affirmative," "negative," "interrogatory," "comply," and "letter." Examples are "Your 021315Z affirmative" or merely a reference to indicate acknowledgment such as "Your 021315Z."

(c) A message which is otherwise unclassified in nature shall be classified if its text will compromise an encrypted call sign or delivery group.

4-6

CLASSIFICATION OF COMPILATIONS--(a) The dissemination of a compilation or parts thereof shall be accomplished in a manner that will insure the security of over-all plans, or trends of research and development, in highly classified fields such as classes of weapons and special items of equipment. This applies particularly to quarterly technical progress reports.

(b) If a report which contains a complete research and development program or trend in a single compilation is disseminated, a classification of one grade higher than the highest classified project contained therein shall be assigned. However, such a document shall not be classified Top Secret unless it contains actual Top Secret items. In order to meet the needs of the Service, an originator may authorize recipients to disassemble the complete report into various parts. When such is done, a detached separate part may be handled in accordance with the highest classification contained therein. The instructions of the originator shall be followed implicitly, and compilations shall not be broken down indiscriminately for the purpose of evading the requirements of the security of information.

(c) Forwarding instructions shall clearly show that when a compilation is handled as a single report, it shall have a higher classification, but that when broken down into groups, it may be downgraded to the highest classification in the group.

4-7

PROPRIETARY PROCESSES--Information obtained from civilian manufacturers concerning proprietary processes shall be classified as Confidential unless otherwise authorized by the firm concerned.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION

4-8

INVENTIONS--In the event a person in the Naval Service or a civilian thereof makes an invention of military importance, he shall make a full and complete disclosure thereof directly to the Secretary of the Navy. Information about such an invention shall not be disclosed without the authority of the Secretary of the Navy to persons not authorized to receive the information.

4-9

RESEARCH AND DEVELOPMENT INFORMATION--(a) All military items under development by the Department of the Army, the Navy, or the Air Force shall be initially classified Restricted or higher.

(b) Military items shall be considered of joint interest, unless by mutual understanding they are considered of sole interest to one department.

(c) Items of only naval interest may be appropriately reclassified or declassified by the responsible naval authority.

(d) Items of joint interest may be reclassified by the responsible competent authority in agreement with the Departments of the Army and the Air Force as applicable.

4-10

REFERENCE TO REGISTERED DOCUMENTS--(a) All references to registered documents in possession or transfer reports, in ordinary reports of destruction, in unclassified documents, and in other correspondence, shall be by short title and register number. Such reports or correspondence need not be classified.

(b) In using a short title, every symbol of the short title shall be included.

(c) Any correspondence or paper which refers to a registered document by a title other than the short title shall be assigned a minimum classification of Restricted.

4-11

CODE NAMES--Correspondence containing code names shall be assigned a classification equal to that of the highest respective code name to be used.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION

4-12

COMMUNICATION INTELLIGENCE--The broad functions of communication intelligence and the association of a government activity with the field communication intelligence will be classified Confidential and shall not be downgraded to a lower classification. The degree of success and the specific functions involved in the collection and production of communication intelligence shall bear higher classifications. These classifications and those of related matters involved in and connected with communication intelligence are prescribed in other publications and manuals of higher classifications.

SECTION 2--CHANGE IN CLASSIFICATION

4-13

NEED FOR DOWNGRADING--The amount of matter over-classified within the Naval Establishment is so great that proper stowage, aside from being expensive, is an acute problem. Matter which is over-classified causes unnecessary delay and expense in handling and transmission, overburdens stowage facilities, and depreciates the importance of classified information in the minds of handling personnel. Under such circumstances, security control is difficult to enforce and to maintain. Therefore, downgrading shall be accomplished whenever practicable in order to make possible a concentration on matter of positive importance.

4-14

CLASSIFICATION BY JOINT STAFF--All differences between Army, Navy, and Air Force agencies in matters of classification which cannot be reconciled on a lower level shall be submitted to the Joint Staff for a decision.

4-15

RECLASSIFICATION BY ARMY AND AIR FORCE--A command that receives from the Army or the Air Force classified matter which is not of a joint or combined nature and which is considered to be erroneously classified shall request the proper authority within the Army or Air Force to reclassify such matter.

4-16

PROCEDURE FOR RECLASSIFICATION--The following procedure shall apply in the implementation of the reclassification policy:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CLASSIFICATION

(a) Action shall be initiated to change the classification of a document when such modification will be of benefit so long as security needs are maintained.

(b) The originator shall downgrade or declassify, as deemed appropriate, without reference to other activities, if the matter under consideration is entirely within his cognizance.

(c) Documents which affect only one element or type of command shall be downgraded by such command without reference to higher authority.

(d) Higher authority in the chain of command shall always correct an erroneous classification which has been assigned by a subordinate.

(e) When the interests of two or more commands are involved in the reclassification of a document, the command that desires to reclassify shall consult with the others and each shall attempt to reach an agreement. Once agreement is reached, the originator, if still in existence, or the command that has assumed the duties of the originator shall proceed with the reclassifying process.

(f) When the interests of two or more commands are involved in the reclassifying of a document and no agreement can be reached, the matter shall be referred for decision, through the chain of command, to the lowest superior common to both. A full statement of the views of the differing commands shall accompany the request for decision. If a decision is reached to reclassify, the common superior shall accomplish the reclassification and inform the Service as necessary, or he shall direct the most appropriate subordinate to do so.

(g) Restricted Data shall not be declassified or downgraded by naval activities without the approval of the Chief of Naval Operations.

(h) Within the Office of the Chief of Naval Operations, each division head shall be responsible for the downgrading of matter for which he has cognizance. This applies to cases submitted to the Chief of Naval Operations under subparagraph (d) above, as well as to those in which the division head is the originator. Division heads shall decentralize authority within divisions as appropriate and necessary to meet needs.

(i) The Chief of Naval Intelligence shall prepare and issue for the Chief of Naval Operations such directives and instructions as are necessary to establish and maintain a basic declassification policy. He shall coordinate efforts between various commands throughout the Navy as necessary but will act

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

as a reviewing authority only for those cases in which general agreement is lacking or which are of intelligence interest.

(j) Responsible commands shall assure that all interested activities are informed of the current classification of specific subjects. This information shall be kept up to date for old as well as new matter. When a change in classification is directed, the instructions to other commands shall be definite. The status of related old and new documents shall be clarified.

(k) Higher echelons of command shall keep subordinates informed of the current over-all policy with regard to the downgrading of specific classified matter.

4-17

NOTIFICATION OF CHANGE IN CLASSIFICATION--The originator or other competent authority having primary control shall be responsible for notifying all interested authorities whenever a change is made in a classification. This includes a change that is to be made automatically after a specified time or event. For matter of wide distribution and limited length, this can often be accomplished by publication in the Navy Department Bulletin. Forces afloat and ashore may request the Secretary of the Navy to authorize such publication.

4-18

RECIPIENT TO REQUEST CHANGE--A recipient of matter which in his opinion is incorrectly classified shall so notify the originator and request a change unless such recipient has authority to change the classification on his own responsibility. Such recipient shall safeguard the matter in accordance with the higher classification as assigned or proposed, until the situation is clarified.

4-19

REVIEW BEFORE DISPOSAL--Whenever practicable, before classified old documents are forwarded to a records center for disposal under the Records Disposal Act, they shall be reviewed to determine whether or not they can be downgraded. The reclassifying procedure described in article 4-16 shall be followed.

4-20

DOWNGRADING TECHNICAL EQUIPMENT--(a) Responsible officers shall periodically survey existing classifications which have been applied to private contracts and orders, commercially manufactured technical equipment, and information pertaining thereto.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(b) In all cases of technical equipment where responsible officers are of the opinion that a classification should be removed or downgraded, one of the following actions shall be initiated:

(1) If the classification of the equipment or documents concerned was assigned by the local naval inspection officer or representative, as on sub-contract matter, such officer shall remove or downgrade, provided that in so doing he is conforming to the policy established by the cognizant technical bureau.

(2) If the security classification on the equipment or documents concerned was assigned by another activity (as by a bureau on prime contracts), the appropriate naval representative shall forward a recommendation to the originating activity through the chain of command and request that such security classification be removed or reduced.

4-21

DOWNGRADING FILM--The procedure for declassifying or downgrading training films shall be the same as for other matter. Normally, the action shall be initiated by that command which has primary cognizance over the subject of the film. In many cases it will be necessary for the Chief of Naval Personnel (Training Division) to take initial action.

4-22

DOWNGRADING MESSAGES--(a) Paraphrasing shall be accomplished when the subject matter in a classified message which required crypto-security measures is reduced in classification to Restricted or is completely declassified.

(b) When a message is downgraded to Secret or Confidential, the literal plain text of the message need not be paraphrased.

4-23

PERSONNEL RECORDS--Matter pertaining to officer and enlisted personnel which is classified purely for reasons of personal privacy or in the interest of morality shall be exempt from the general provisions for downgrading. However, specific cases can often be reduced to Restricted.

4-24

RECLASSIFICATION OF FOREIGN DOCUMENTS--A document which has been classified solely in accordance with conditions imposed by a foreign nation may be

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

downgraded or declassified with the consent of the nation concerned. Situations in this regard are implemented by the Chief of Naval Operations (Chief of Naval Intelligence).

SECTION 3--MARKING

4-25

GENERAL MARKING--When competent authority specifies that matter shall be assigned a classification, such matter shall be conspicuously marked Top Secret, Secret, Confidential, or Restricted, as appropriate, on the original and all copies as follows:

(a) Registered publications shall be marked as directed in the Registered Publication Manual.

(b) Classified books or pamphlets shall be plainly and conspicuously marked Top Secret, Secret, Confidential, or Restricted near the top and bottom on all pages and on the inside and outside of the front and back covers. Markings shall be well clear of edges so as not to become covered in assembling.

(c) Classified letters, office memoranda, and contracts which are typed or written in longhand shall be plainly marked with the appropriate classification on the original and all copies thereof. The appropriate classification shall appear on the left side below the file and serial numbers. In addition, pages shall be marked near the bottom so that markings will not become covered in filing or assembling. Documents and other papers which are printed, mimeographed, or otherwise reproduced shall be similarly marked.

(d) Messages shall be marked with an appropriate classification.

(e) Classified drawings or tracings shall carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, photographic negatives shall be marked in the same manner. Ordinarily, such markings shall appear in the upper left corner and in the lower right corner under the title. Photographs and reproductions made from negatives which do not carry a legend shall be marked on the front and on the back with the appropriate classification.

(f) Continuous cover aerial reconnaissance and mapping negatives in roll form shall be marked with the appropriate classification at the beginning and ending of each roll. These and any other negatives which do not lend themselves to marking shall be handled on a classified basis, and shall be kept

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

in properly sealed containers. Such containers shall bear the proper classification mark.

(g) Classified motion picture films shall show the classification in the first and last frames and shall be kept in properly secured containers which shall bear the proper classification mark.

(h) Classified sound recordings shall be marked with the appropriate classification, if practicable. If marking of a recording is not practicable, its container shall be marked.

(i) Classified maps and photomaps shall be appropriately marked in the upper left corner and in the lower right corner under the scale.

4-26

SPECIAL EQUIPMENT MARKINGS--(a) The manner of marking special equipment shall depend upon the character thereof. However, equipment shall normally be marked by stamping, etching, attaching a classification plate, or using other appropriate means.

(b) In certain special cases it will not be in the best interests of security to mark equipment. This applies to bulky equipment and parts which cannot be kept from general or undesirable observation. In such cases marking may often serve to advertise the classification thereof and to encourage curiosity. Competent authority shall render decisions in this regard, as appropriate.

4-27

MARKING SIZE, COLOR--In marking or stamping the classifications, Top Secret, Secret, Confidential, and Restricted on papers, the lettering size shall be larger than the normal lettering which appears thereon and shall be in capital letters. When practicable, the lettering shall be red in color. (Refer to article 3-7.)

4-28

MARKING LETTERS OF TRANSMITTAL--When appropriate, letters of transmittal shall contain downgrading instructions. Letters of transmittal may be downgraded when the enclosures thereto, which require higher classification, are removed. In such case, a letter of transmittal shall not be downgraded below the category necessary to protect the information contained therein. In order to simplify the procedure, letters of transmittal may be simply stamped or marked and authenticated as follows:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

RESTRICTED

CLASSIFICATION

Downgrade to _____ on _____.

Downgrade to _____ when enclosure(s) are removed.

Declassify when enclosure(s) _____ are removed.

_____
Authentication

4-29

MARKING FOR AUTOMATIC DOWNGRADING--To facilitate downgrading, the originator shall, whenever possible, indicate on the document or in the text thereof the date or event after which the document may be downgraded. Such authorization shall appear over an authenticative signature if not embodied in the text. An example for a Top Secret document appears as follows:

Downgrade to Secret (date, or after specified event)

Downgrade to Confidential (date, or after specified event)

Downgrade to Restricted (date, or after specified event)

Downgrade to Unclassified (date, or after specified event)

_____
Authentication

This procedure does not apply to messages.

4-30

MARKING FOR CHANGE--When authorized by the originator or higher authority to cancel or change the classification of a document, the change shall be marked or stamped on the first page of the document by all custodians in the following form:

"Classification cancelled or changed to _____, by

authority of _____ on (date) ."

(Signature) (Rank)
(Ship or Station)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

4-31

BULK DOWNGRADING MARKING--When documents have been downgraded in bulk, individual documents in the file series need not be marked with the new classification until removed from the file for use. In such cases the change or cancellations of classification shall be clearly set forth in the office records. In addition, changes shall be clearly marked on the tabs of the file cabinet containing the documents and on the outside jacket containing each file group of papers. This procedure is authorized in the interests of conservation of funds and personnel.

4-32

MARKING RESTRICTED DATA--(a) A standard classification, Top Secret, Secret, Confidential, or Restricted, shall be assigned to Restricted Data. This marking shall be indicated by marking or stamping in the same manner as for other matter. This is in addition to the applicable marking described in (b) and (c) below.

(b) The following marking shall be used to identify Restricted Data, which may be disseminated only to individuals who have been given specific prior investigation and clearance for access to Restricted Data, as required by articles 6-5 and 15-7:

R E S T R I C T E D D A T A

ATOMIC ENERGY ACT - 1946

SPECIFIC RESTRICTED DATA CLEARANCE REQUIRED

(c) Under certain conditions the Chief of Naval Operations may authorize the handling within the Naval Service of specifically designated matter containing Restricted Data in the same manner as for matter having a standard security classification. In such cases the specific investigation and clearance for access to Restricted Data required by articles 6-5 and 15-7 shall apply only to aliens. Matter of this type shall be marked as follows:

R E S T R I C T E D D A T A

ATOMIC ENERGY ACT - 1946

SPECIFIC RESTRICTED DATA CLEARANCE NOT REQUIRED

USE MILITARY CLASSIFICATION SAFEGUARDS

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(d) When practicable, the words "Restricted Data" in the markings described in (b) and (c) above shall be in larger letters than the rest of the wording, preferably not less than one-fourth inch in height. All words shall be in capital letters. When stamps for this marking are not available, the marking may be typed with all words in capital letters.

(e) Restricted Data markings shall be placed near the marking of the standard classification.

(f) Material which does not lend itself to stamping shall have a tag, sticker, or similar device securely attached bearing the standard security classification, as well as the notation required by subparagraphs (b) and (c) above.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 5

CONTROL OFFICERS

SECTION 1--SECURITY CLASSIFICATION CONTROL OFFICERS

5-1

DESIGNATION--In order that more efficient control of classified matter may be obtained, an officer shall be designated in all commands to serve as the Security Classification Control Officer. Such duty should appear on the officer's roster as a regular or additional duty, as appropriate to the command.

5-2

DUTIES--The duties of the Security Classification Control Officer of a command are as follows:

(a) Serve as adviser, regulator, and direct representative of the commanding officer in cases pertaining to the security of classified matter

(b) Assure that all persons who are to handle classified matter are appropriately investigated, instructed and properly authorized prior to assignment

(c) Coordinate and formulate security policy within the command

(d) Coordinate as necessary the classification and reclassification of matter under the cognizance of the command, and initiate recommendations, as appropriate, in cases of partial responsibility or other interest

(e) Initiate and maintain a program of declassification and downgrading of old matter

(f) Recommend the approval or disapproval of visits to manufacturing plants and laboratories which are working on classified contracts, when applicable

(g) Initiate action to correct erroneous classifications assigned by subordinates of the command

(h) Maintain records of current classification of matter for which responsible

(i) Prepare recommendations regarding release of classified matter to foreign governments or foreign private interests, when applicable

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OFFICERS

(j) Review proposed press releases and indicate classified information which must be deleted therefrom, when applicable

SECTION 2--TOP SECRET CONTROL OFFICERS

5-3

DESIGNATION--(a) Officers in a command status who initiate, receive, or process Top Secret documents shall be responsible for the maintenance of a standard system for handling such documents within their jurisdiction. Commands shall issue additional directives as necessary and shall designate properly investigated subordinate officers as "Top Secret Control Officers" to represent their organization in the processing of Top Secret matter.

(b) Officers selected for duty as "Top Secret Control Officers" shall be of the highest integrity and proven discretion. They must also be thoroughly indoctrinated in the elements of security.

5-4

DUTIES--(a) The duties of a Top Secret Control Officer include the receipt, custody, accounting for, and distribution of Top Secret matter within the local command, and for the transmission thereof outside of the immediate organization.

(b) The following basic directives shall govern the performance of duty on the part of Top Secret Control Officers:

(1) Avoid unnecessary dissemination of information

(2) Release to a subordinate echelon only the absolute minimum of Top Secret information which is necessary for proper planning or action

(3) Transmit Top Secret information by direct personal contact if practicable

(4) Maintain a list of personnel within the command to whom Top Secret information has been divulged

(5) Maintain a continuous chain of signatures on all Top Secret matter so as to indicate to whom the matter has been divulged

(6) Maintain a procedure whereby Top Secret correspondence shall be covered by a continuous receipt system when not in the immediate custody of the Top Secret Control Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OFFICERS

SECTION 3--RESTRICTED DATA CONTROL OFFICERS

5-5

DESIGNATION--The chiefs of bureaus and offices of the Navy Department who have more than occasional access to Restricted Data shall appoint Restricted Data Control Officers. They shall issue such additional directives as necessary for the control of Restricted Data within their jurisdiction.

5-6

DUTIES--(a) The duties of a Restricted Data Control Officer with respect to Restricted Data shall parallel those of Top Secret Control Officers for Top Secret information. These officers are specifically charged with the following responsibilities:

(1) Maintain segregated files of Restricted Data to which only specifically authorized personnel shall be given access

(2) Maintain complete records of all personnel within the organizations who are authorized to receive Restricted Data, together with a description of the extent of information each may receive

(3) Insure by indoctrination of personnel, security inspections, and such other action as may be necessary or desirable, that the policies of the Chief of Naval Operations relative to the security of Restricted Data are complied with

(b) An officer designated as Top Secret Control Officer or Security Classification Control Officer may also be assigned as Restricted Data Control Officer.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 6

CUSTODY

SECTION 1--BASIC PRINCIPLES

6-1

RESPONSIBILITY--(a) Officers in a command status are responsible for the safe custody of classified matter within their jurisdiction. They shall issue such additional directives as may be necessary to provide for safe custody within their commands.

(b) Each person to whom classified matter is entrusted or made known shall protect it against loss or compromise. He shall be responsible for any act or failure on his part which may in any way contribute to its loss, compromise, or unauthorized disclosure. This includes information which is transmitted orally.

(c) Personnel responsible for the safeguarding of classified matter shall be thoroughly familiar with the principles governing custody which include stowage, accounting, disposal, and other protective functions.

6-2

PRESERVATION OF PAPERS--Custodians shall file and preserve all classified documents, including letters and endorsements, memoranda, messages, and other papers, in accordance with appropriate security regulations.

6-3

ROUTINE AUTHORIZED CUSTODY--(a) Except as may be specifically authorized by the Chief of Naval Operations, or as prescribed in this publication, classified matter, other than Restricted, shall be in the custody of a commissioned officer at all times.

(b) If no commissioned officer is attached to the command, or when the nature of the work requires, the commanding officer, or higher authority, may designate a trustworthy warrant officer, non-commissioned or petty officer, or civilian employee to be custodian of Secret and Confidential matter, except that with respect to registered publications, the provisions of article 6-4 shall apply. The authorization for non-commissioned or petty officers or civilian employees to act as such custodians shall be in writing. This shall not be construed to prevent the delivery of classified matter to other government activities or contractors for custody, when specifically prescribed by directives issued by the Chief of Naval Operations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-4

AUTHORIZED CUSTODY OF REGISTERED PUBLICATIONS--The custodian of registered publications shall be a commissioned officer, except in the case of an activity to which no commissioned officers have been assigned. In such cases, a warrant officer or a petty officer may act as custodian in accordance with the provisions of the Registered Publication Manual.

6-5

CUSTODY OF RESTRICTED DATA--(a) Atomic Energy Restricted Data as defined in article 3-6 shall be handled within the Naval Service in accordance with instructions contained herein and such additional instructions as may be issued by the Chief of Naval Operations.

(b) Except as otherwise provided, no person shall have access to certain Restricted Data unless specifically authorized by name by the Chief of Naval Operations. When access is authorized, limits within the pertinent field of information shall be specified. Access shall normally be authorized only on the following basis:

(1) That specific "Restricted Data" is required in the performance of specific duties

(2) That the Federal Bureau of Investigation has investigated the background of the person for whom access is desired, and the Chief of Naval Operations has determined that the character, associations, and loyalty of such individual are of such nature that permitting the person to have access to Restricted Data will not endanger the naticnal security

(c) The Chief of Naval Operations may, from time to time, authorize the dissemination of specific Restricted Data under normal naval security regulations. In such cases, the special instructions for the clearance of personnel for access to Restricted Data shall apply only to aliens.

6-6

PERSONNEL FOR PROCESSING CLASSIFIED MATTER--(a) In processing Top Secret and Secret matter, only the minimum number of specifically designated enlisted persons and civilians shall be utilized. Such personnel shall be utilized only to the minimum extent in the processing of each individual item. They shall not be placed in a position to obtain complete knowledge of a specific item, subject, study, or plan.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(b) If necessary, a minimum of carefully selected enlisted or civilian personnel may be designated to assist in the preparation and filing of Top Secret non-registered matter, provided that such matter is at all times in the custody of a commissioned officer. A list of such personnel shall be maintained by the local command.

6-7

PROCESSING MESSAGES--(a) Only specifically designated commissioned officers shall encrypt, decrypt, see, transcribe, or deliver translations of Top Secret messages, so long as these messages are within the Naval Communication Service.

(b) If necessary, a minimum of carefully selected enlisted or civilian personnel may be authorized in writing to assist in the preparation and filing of Top Secret messages prior to and after handling by the Naval Communication Service, provided that the messages are at all times in the custody of a commissioned officer. A list of such personnel shall be maintained by the local command.

6-8

REMOVAL FROM A COMMAND--(a) Except by authority of the commanding officer, the classified matter for which a command is responsible shall not be removed therefrom.

(b) Commanding officers shall not normally authorize classified matter for which they are responsible to be removed to the private domicile of individuals or to other unofficial places. (Refer to articles 6-9 and 9-13.)

(c) Matter for training purposes which is to be studied at home shall normally not be classified above Restricted.

6-9

DELIVERY ON RELEASE, RETIREMENT OR DISCHARGE--(a) When personnel are separated from the Naval Service or are released from active duty, all classified matter held by them shall be turned in to the source from which received, to their commanding officer, or to the nearest naval command, as appropriate. (Refer to articles 6-8 and 9-13.)

(b) Officers released from the Naval Service or assigned to inactive duty shall submit a signed statement to their last commanding officer at point of change of status which contains the following:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(1) Certification of compliance with (a) above

(2) Certification that they understand that they are not to reveal classified information of which they may have knowledge unless officially directed in writing to do so by competent naval authority

Statements shall be made a part of the official records of the personnel concerned. This applies to officers retiring, and reserve officers who are going to inactive duty after annual training, being discharged, or going to inactive duty for any other reason. (Refer to Appendix "D".)

(c) Commanding officers may require compliance with (b) on the part of enlisted men when deemed appropriate. This applies particularly to enlisted men who through their duties have acquired considerable knowledge of classified information.

(d) Statements which contain the information required by (b) above may be required of civilians who have been handling classified matter upon change of duty, discharge or resignation or at any other time that competent authority may so direct. In any case commanding officers shall insure that such civilians are instructed and fully understand their responsibilities with regard to the protection of classified information.

6-10

TRANSFER ON RELIEF--An officer about to be relieved shall deliver to his successor all classified matter and documents which are normally attached to the command and within his custody. Appropriate receipts shall be completed.

6-11

RECOVERY ON DEATH, DESERTION--Upon the death or desertion of a person in the Naval Service, or when any person is declared "missing in action" or "missing," the commanding officer in disposing of the personal effects of such person shall insure that such effects contain no classified matter. Every endeavor shall be made to recover classified matter known to have been in the possession of such person.

6-12

CARE DURING WORKING HOURS--(a) If for any reason a room which contains classified matter must be vacated during the working day, the classified matter therein shall be safeguarded in the same manner as prescribed in article 6-27 for non-working hours.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(b) An officer having custody of classified matter shall detail authorized personnel to guard such matter while he is out of the office. Final responsibility rests on the officer who delegates such authority.

6-13

PRECAUTIONARY MEASURES--Custodians on foreign posts and other activities, as appropriate, shall take every precaution to prevent deliberate or casual inspection of classified matter by unauthorized persons. Effective precautionary measures are as follows:

(a) Keep the papers face down or covered when not actually in use

(b) Interview visitors in a specially arranged reception room

(c) Trim outside shrubbery of ground deck offices to preclude its use as a protective screen for prowlers

(d) Install heavy duty grilles, screens, or bars on ground floor office windows. Care must be taken to install such equipment by methods which will best serve to defeat tampering from the outside

(e) Inspect premises thoroughly at periodic intervals for clandestine listening devices

(f) Do not discuss classified information over the phone. Wire tapping is prevalent. Phone scramblers do not assure security

6-14

UNAUTHORIZED ENTRY--Any unauthorized entry or attempt to obtain naval classified information shall be investigated thoroughly and a comprehensive report submitted through proper channels to the Chief of Naval Operations. This report shall show the following:

(a) The security measures in effect at the time of the attempt

(b) The physical characteristics of the office in general

(c) The full particulars of the incident

(d) The failure or success of the attempt with reasons for such conclusions, as well as remedial measures adopted to preclude further attempts

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(e) The investigative and legal action which has begun or is recommended.

If sabotage or espionage is suspected, the Naval District Intelligence Officer shall be notified immediately.

6-15

CARBON COPIES, NOTES--All the rules prescribed herein for safeguarding other classified matter shall apply also to copies of classified official documents, memoranda, rough drafts, shorthand notes, carbon notes, carbon paper, carbon copies, dictaphone cylinders, and other similar items.

6-16

KEYS--Keys to locked spaces, desks, and cabinets shall always be in the custody of reliable and responsible personnel.

SECTION 2--STOWAGE

6-17

STOWAGE REQUIREMENTS--Classified matter shall be stowed in such manner and with such safeguards as to provide a degree of security consistent with the classification assigned. Minimum security requirements are as follows:

(a) Top Secret matter shall be stowed in safes or vaults having locks of not less than three-way combinations.

(b) Secret matter shall be stowed in one of the following ways:

(1) In three-combination safes or vaults

(2) In three-combination, fire-resisting, lock files

(3) In locked metal desks or metal file cabinets when a continuous watch of either assigned naval personnel or other officially assigned armed guard is present

(c) Confidential matter shall be stowed in one of the following ways:

(1) In three-combination safes or vaults

(2) In three-combination, fire-resisting, lock files

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(3) In locked metal desks or metal file cabinets when a continuous watch of either assigned naval personnel or other officially assigned armed guard is present, or when an hourly patrol is maintained

(d) Restricted registered matter shall be stowed the same as Confidential matter.

(e) Restricted non-registered matter shall be stowed in one of the following ways:

(1) In a locked room

(2) In a locked file cabinet

(3) In a locked desk drawer

(4) In any of the facilities described in subparagraph (c) above

(f) Restricted Data (Atomic Energy Act) shall be stowed in such manner that only authorized personnel shall have access to files in which it is located. This will normally require a segregation of files containing Restricted Data. Since a classification of Top Secret, Secret, Confidential, or Restricted shall also be assigned, stowage requirements shall be determined as for other standard classifications, except that segregation shall be required as necessary to prevent access by unauthorized persons.

6-18

BULKY MATERIAL--If the nature or bulk of classified matter or documents is such as to preclude stowage as directed in article 6-17, the responsible officer or naval representative shall take action to provide equivalent security. He shall inform the Chief of Naval Operations of the action taken if doubt remains as to the effectiveness of the security attained.

6-19

ARMED SENTRIES, PATROLS--If facilities required by article 6-17 are not available, the commanding officer shall institute a system to provide for adequate security through the assignment of full-time armed guards or roving patrols, as appropriate. The commanding officer or other senior naval representative retains full responsibility. This article applies also to private contractors.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-20

SAFES LOCKED--Safes containing classified matter shall habitually be kept locked with the full combination unless under the direct supervision of a person who has been officially authorized access to all matter contained therein.

6-21

CHANGING COMBINATIONS--The combination of each safe shall be changed at least once every six months and at such other times as necessary. When any person who knows the combination severs his connection with the office in which the safe is located, the combination shall be changed. Flag officers in command may extend this six months' period to one year if special conditions so dictate.

6-22

RECORD OF COMBINATIONS--(a) Safe combinations shall be given a classification equivalent to that of the most highly classified matter authorized by regulations to be contained in the safe. They shall be kept on file by the security officer, communication officer, or other responsible official as designated by the commanding officer. Such combinations shall be sealed in an envelope before filing.

(b) Only the minimum number of essential persons shall have access to or know the combination of a respective safe.

6-23

SAFES FOUND OPEN--If a safe or file cabinet containing classified matter is found unlocked in the absence of assigned personnel, such information shall be reported immediately to the senior duty officer present. The safe or cabinet shall be guarded until the duty officer arrives at the location of the unlocked safe or file cabinet. The duty officer shall then inspect the involved classified matter, lock the safe, and make a security violation report to the commanding officer. If the duty officer believes that classified information may have been compromised, he shall require the custodian to return to his ship or station to make a definite inspection report. Appropriate further action shall be taken by the commanding officer or higher authority.

6-24

RESTRICTED SPACES--Areas afloat, on shore, or in aircraft, devoted exclusively to the stowage, issue, use, or repair of cryptographic aids, registered publications, or to the processes and utilization of communication intelligence

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

shall be designated as "restricted spaces." Access to such spaces shall be limited to those persons whose regularly assigned duties require their presence. To provide for the necessary inspection, maintenance, and repair of such spaces, commanding officers may in specific instances authorize the entry of a minimum number of additional personnel under such conditions as they may deem necessary and proper. Such personnel shall not be permitted to handle or see at close range the classified matter contained therein. A responsible officer shall be present under such circumstances.

6-25

CLASSIFIED MATTER ADRIFT--Classified matter found outside a stowage place shall be immediately reported to the duty officer, who shall make an appropriate report for the information of the commanding officer. In addition, the duty officer shall stow such matter as required by its classification or shall have the matter guarded until it is delivered to its regular custodian. Appropriate further action shall be taken by commanding officers and higher authority in cases of compromise.

6-26

CARE DURING EMERGENCIES--In the event of a fire alarm, or other emergency, it is the responsibility of custodians to give classified matter the same stowage as it is given at the end of a working day. In addition, each person who has classified matter in his possession at the time of a fire alarm, or other emergencies, shall consider it his personal responsibility to assure that the matter is properly safeguarded.

6-27

SAFEGUARDING AFTER WORKING HOURS--(a) Commanding officers shall institute a system of security checks at the close of each working day to insure the protection of classified matter. They shall require all custodians of classified matter to make a daily inspection to insure the following:

(1) That all classified documents and all cryptographic equipment and devices are properly stowed and locked

(2) That all classified matter which must be passed from watch to watch is properly accounted for

(3) That burn bags are properly locked up or destroyed

(4) That the contents of waste baskets which contain classified matter have been properly locked up or destroyed

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(5) That classified shorthand notes, carbon paper, rough draft, and similar papers have been properly locked up or destroyed. As a matter of routine during the day, such items shall be placed in burn bags after they have served their immediate purpose.

(6) That no classified matter is left adrift or posted on bulletin boards outside of a restricted space. Restricted non-registered matter may be left in locked rooms.

(b) Commanding officers shall prescribe procedures whereby appropriate identification of the individual responsible for the contents of each container of classified matter shall be readily available.

SECTION 3--ACCOUNTING

6-28

LOCAL ACCOUNTING--Local accounting shall be administered as follows:

(a) Local accounting shall begin at the time of receipt.

(b) Classified matter shall be opened and receipted for only by the addressee, or by a person specifically authorized by him to open matter of the category involved.

(c) An adequate system of recording and accounting for all copies of Top Secret, Secret, and Confidential matter shall be maintained by all commands.

(d) Top Secret and Secret matter shall be accounted for by maintaining a continuous chain of receipts as it is routed within a command.

(e) Confidential matter shall be controlled from a central point within each command.

(f) Receipts may be required for Confidential matter if deemed necessary and if so directed by competent authority.

(g) Unparaphrased copies of classified messages to which paraphrasing rules apply shall be accounted for by obtaining a continuous chain of receipts as routed within a command.

(h) Registered publications shall be accounted for in accordance with instructions contained in the Registered Publication Manual.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-29

UNSUSPECTED COMPROMISE--Unsuspected physical compromise is far more serious than complete loss. This is particularly true of cryptographic aids and translations of messages. If a compromise occurs and is not reported, the system continues in use, and the enemy may be able to read all the traffic sent in that crypto-system.

6-30

REPORT OF LOSS OR COMPROMISE--Any person having knowledge of the loss, compromise, or unauthorized disclosure of classified matter shall immediately report the facts to the most available command, who shall comply with the following:

(a) In the case of Top Secret or Secret matter, promptly forward a brief report to the Chief of Naval Operations and other essential commands by the fastest possible means. As soon as practicable, make a thorough investigation and forward a report thereof, including statements of all persons concerned, to the Chief of Naval Operations, together with a definite statement of opinion as to the responsibility in the case and the action taken or recommended. Copies of the investigation shall be forwarded to other essential commands.

(b) In the case of Confidential or Restricted matter, take such action as may be appropriate.

(c) In the case of registered matter and of any cryptographic matter, regardless of classification, also handle in accordance with any additional instructions contained in the Registered Publication Manual. It is imperative that cases involving cryptographic matter be reported directly to the Chief of Naval Operations at the earliest practicable moment.

(d) In the case of Restricted Data (Atomic Energy Act), immediately forward a report to the Chief of Naval Operations and also direct to the nearest field office of the Federal Bureau of Investigation. Responsibility for the investigation of violations under the Atomic Energy Act is vested by law in the Federal Bureau of Investigation.

(e) In the case of possible acts of sabotage or espionage, immediately notify the Chief of Naval Intelligence, the responsible District Intelligence Officer, and the nearest office of the Federal Bureau of Investigation.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-31

ISSUES TO CONTRACTORS, OTHERS--Classified plans, specifications, charts, blueprints, photographs, and similar matter for issue to contractors, inspectors, shipyards, or other governmental activities in connection with the production or procurement of equipment shall be distributed by and accounted for directly to the issuing bureau or office. Issues to contractors shall be via naval inspectors. Complete instructions connected therewith shall be promulgated by the responsible bureau or office. (Refer to article 9-30.)

6-32

RECORDS DISPOSAL--Accumulations in the files of the Naval Establishment of non-current documents or papers shall be disposed of in accordance with instructions issued by the Secretary of the Navy. Detailed instructions for the disposal of records are contained in "Records Disposal Instructions" issued by the responsible bureau or office in accordance with the procedure established by the Secretary of the Navy. Requests for special disposal instructions shall be made to the Secretary of the Navy, who is responsible for the establishment and maintenance of policy in this regard.

6-33

DISPOSITION ON BEING DECOMMISSIONED--Prior to decommissioning, the commanding officer shall insure that all registered publications and devices and other classified matter are properly disposed of in accordance with current directives. This procedure is described in the Registered Publication Manual, various other Navy Department disposal instructions, and specific directives which are provided by responsible commands.

6-34

DISPOSITION, WORKING MATTER--Preliminary drafts, copies, carbon sheets, plates, stencils, stenographic notes, accounting machine cards, and work sheets containing Top Secret, Secret, or Confidential matter shall be destroyed as soon as practicable, either by the person responsible for the production thereof, or by or under the supervision of an officer designated for that purpose. The destruction of this matter shall be by burning and the reduction of the residue to unidentifiable sludge, or an equivalent thereof. Reports of destruction are not required.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-35

AVOIDING ACCUMULATIONS--In order to avoid accumulations, routine disposal shall be completed promptly as directed by competent authority. Correspondence files shall not be permitted to accumulate beyond properly established disposal dates.

6-36

CERTIFICATES OF DESTRUCTION--(a) A prompt, accurate, and detailed report of destruction is second in importance only to the destruction of the matter itself. A certificate of the destruction of registered publications shall be forwarded to the Chief of Naval Operations (Chief of Naval Communications, Registered Publications Section) as soon as practicable, in accordance with the detailed instructions contained in the Registered Publication Manual.

(b) A notification of destruction of non-registered Top Secret matter shall be forwarded to the command authorizing destruction unless otherwise directed by such authority or by a higher echelon.

(c) A certificate of destruction for non-registered secret matter shall be prepared. This certificate shall be retained by the command destroying the secret matter, unless otherwise directed by a competent authority.

(d) Destruction certificates for Confidential and Restricted matter are not required unless so directed by the originator or other competent authority.

(e) Certificates of destruction shall be signed by the custodian and by a witnessing officer. If two commissioned officers are not available at an activity, a reliable enlisted man or trusted civilian employee shall perform the duties of the witnessing officer. A certificate shall contain a statement that only one officer is attached to the command if the witness is an enlisted man or civilian. The names, ranks, and file numbers of all personnel who sign the report shall be typed below their signatures.

6-37

ACCESSIBILITY FOR DESTRUCTION--(a) Classified matter shall be readily accessible at all times for destruction by assigned personnel. As practicable, publications on board ships shall be stowed habitually in weighted, perforated canvas bags which are of a size to allow ready access to publications for use and to permit ready handling by one or two men when destruction is necessary.

(b) Matter to be destroyed first shall be marked in a distinctive manner and stowed in the most accessible position, when practicable.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(c) Duplicate keys and other means of access may, under proper security arrangements, be kept in selected positions.

(d) Duplicate lists shall be prepared which show the locations of classified matter, responsible destruction personnel, and the recommended place and method of destruction. These duplicates are for use in the absence of custodial personnel and shall be destroyed along with classified matter.

6-38

DESTRUCTION OF AIRBORNE MATERIAL--(a) If a military aircraft carrying classified matter is forced down in foreign territory, such matter as possible shall be destroyed by burning, and the residue thereof shall be completely obliterated. If not subject to burning, destruction shall be by such other means as necessary to render matter beyond recognition. If the aircraft is forced down at sea, the documents shall be sunk by the most practicable method at hand.

(b) The parent ship or station shall maintain accurate lists of all classified matter carried in attached planes.

6-39

METHODS OF DISPOSAL--The following are methods of disposal of classified matter which may be utilized in accordance with the classification and type of respective matter:

(a) Stowage ashore at Naval Records Management Centers or the National Archives

(b) Burning, followed by the complete obliteration of the residue by reduction to sludge or an equivalent state of non-existence

(c) Destruction by reduction to pulp, shredding, or other means to render useless

(d) Jettisoning

(e) Selling for scrap when the text has been effectively obliterated. This applies only to non-registered Restricted matter.

(f) Damaging classified equipment beyond recognition and reconstruction

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-40

TRANSFER TO ARCHIVES--Records which are to be forwarded to Records Management Centers or the National Archives in accordance with instructions issued by the Secretary of the Navy or another competent authority shall be transmitted according to the provisions for handling classified matter. If practicable, documents shall be reviewed for possible downgrading prior to forwarding.

6-41

DESTRUCTION OF DOCUMENTS--(a) Unless otherwise provided, when destruction is authorized, all registered documents, all messages classified Restricted or higher, and Top Secret, Secret, and Confidential non-registered documents shall be destroyed by burning. Such documents shall be watched until completely consumed. The residue shall be completely obliterated by breaking and scattering or by reduction to sludge or an equivalent state of non-existence. Since books and stacks of paper are difficult to burn completely, the sheets shall be separated and crumpled. Oil or a chemical which will facilitate destruction may be used. Care must be taken to prevent portions of burning matter from being carried away by wind or draft. A satisfactory brazier may be constructed by punching holes in the sides of a metal drum or container which can be covered with a wire netting.

(b) If disposal is authorized, Restricted documents, other than registered publications and messages and the matter used in the production thereof, may be destroyed by burning, reduction to pulp, shredding, tearing, or any convenient way as will render them useless.

(c) Top Secret, Secret and Confidential matter and Restricted registered publications and messages shall be separated from other matter by placing in burn bags preparatory to destruction.

(d) Instructions for the destruction of registered publications are contained in the Registered Publication Manual.

6-42

DESTRUCTION OF EQUIPMENT--(a) When disposal is authorized, Top Secret, Secret, and Confidential equipment shall be destroyed beyond recognition so as to prevent reconstruction. Necessary destruction may be limited to those portions of a device which show Top Secret, Secret, or Confidential plans or designs. Many types of communication devices carry special destruction instructions.

(b) Restricted equipment shall be destroyed beyond repair.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

6-43

JETTISONING--(a) When disposal is authorized, cipher devices may be thrown overboard in deep water. Cipher devices shall be smashed beyond recognition or repair and wiring punched out before being jettisoned. Small component parts shall be scattered over a wide area.

(b) Classified documents may be jettisoned only in emergencies when time does not permit destruction by burning. When jettisoned, they must be placed in weighted perforated bags.

(c) Classified matter shall not be dumped in shallow water except in an emergency. Shallow water shall be construed to be of such depth as to permit salvage. Deep water shall be construed to be of such depth as to preclude the possibility that an enemy or other persons can successfully conduct salvage operations.

6-44

DESTRUCTION OF TABULATING CARDS--Tabulating cards may be destroyed by pulping, subject to the following:

(a) Cards shall be reduced to a defibered pulp in a continuous process, which is supervised throughout by a commissioned officer. A "cooking" process alone is not acceptable. Complete pulping shall be accomplished.

(b) Cards shall be controlled so as to prevent removal prior to completion of the process.

(c) Competent authority shall approve the process that is to be utilized locally.

6-45

EMERGENCY DESTRUCTION--(a) The suddenness with which attacks occur in modern warfare makes it necessary for commanding officers of ships, planes, and shore establishments to have in operation a practical plan for the emergency destruction of classified matter. Such a plan shall provide for the following:

(1) Sufficient officer and other personnel, including alternates, to carry out expeditiously, at any time, the destruction of cryptosystems and other classified matter

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(2) Assignment of responsibilities by watches or duties rather than by names

(3) A definite procedure in full detail for carrying out destruction. Frequent realistic drills to familiarize personnel with each detail of the process are essential.

(4) Other details as applicable to a specific command

(b) The importance of beginning the destruction of classified matter sufficiently early cannot be over-emphasized. In an emergency, each person concerned shall act on his own initiative in the execution of a destruction plan. The consequences of inadvertent destruction of any item are of small importance when compared with that of capture. Obviously, the initiative under emergency conditions shall be centered in the commanding officer or senior officer on the spot. Such officers shall not expect last minute orders from a superior.

6-46

PRIORITY FOR EMERGENCY DESTRUCTION--Emergency destruction of classified matter shall be carried out in the following order of priority:

(a) Matter not yet effective. Future or reserve on-board editions shall be destroyed in the order of their relative security classification and ahead of effective documents and devices of comparable classification, if practicable. Stowage shall be arranged so as to make this possible. Circumstances may permit the destruction of those not yet effective before the emergency becomes acute.

(b) Top Secret documents and files

(c) General purpose crypto-systems:

(1) Cipher machines, key lists, and associated documents

(2) Recognition key lists and memoranda

(3) Strip alphabets and key lists

(4) Reciphering and recoding tables

(d) Secret documents and files

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CUSTODY

(e) Special purpose operational systems:

(1) Signal ciphers

(2) Contact codes and ciphers

(3) Authenticator systems

(f) Call sign ciphers and key lists

(g) Other classified documents and equipment

6-47

UNAUTHORIZED DESTRUCTION OR LOSS--(a) Except in the most unusual circumstances, inadvertent burning, presumed accidental burning, and blowing or falling out of aircraft shall not be acceptable explanations for the unauthorized destruction or loss of classified matter. The loss of classified matter, particularly registered publications, is an offense of such seriousness that disciplinary action, when appropriate, shall be awarded by higher authority than a commanding officer of a ship or station.

(b) Commanding officers shall make every effort to reduce the detailed and repetitious correspondence relative to reports of lost publications.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 7

TRANSMISSION

SECTION 1--GENERAL

7-1

RESPONSIBILITY--(a) Officers in a command status shall be responsible for the safe transmission of classified matter under their respective cognizance. They shall issue such additional directives as may be essential to provide for adequate security of transmission, including those to military armed guards, messengers, and couriers, as applicable to the accomplishment of specific deliveries.

(b) The Navy Regulations, the Registered Publication Manual, and this publication shall form the basis for such additional directives and instructions as may be required.

7-2

USE OF FOREIGN MAIL SYSTEMS--(a) The Navy has no direct control over any form of civil mail transportation and, therefore, must utilize the best means of transportation available to expedite the mails subject to the regulations of the U. S. Post Office Department. In most instances mail of the Naval Service passes through the regular channels of the U. S. Post Office Department during some portion of its travel. Although the U. S. Post Office Department officials always employ United States carriers when possible, there are instances when they must rely on foreign ships and foreign postal systems. Since the U. S. Post Office has no way of determining the classified status of registered mail, it is, therefore, obvious that classified mail which is placed in the United States mail system may be transported on a foreign carrier, if destined for or mailed from an address outside of the continental limits of the United States.

(b) The transmission of classified matter through foreign mail systems is strictly forbidden, except for restricted non-registered matter, which may be sent by registered mail to and from United States Government installations in Alaska through the Canadian postal system on Canadian carriers. Matter which is sent through the Canadian postal system shall be enclosed in double sealed containers.

7-3

DESIGNATION OF NAVAL COURIERS--(a) The Chief of Naval Operations, Commandant of the Marine Corps, Commandant of the Coast Guard when operating as a part of the Navy, Fleet and Force Commanders, Chiefs of Bureaus of the Navy Department, the

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

Judge Advocate General, District Commandants, and Sea Frontier and Area Commanders are authorized to designate and to accredit naval couriers for the transmission of classified matter outside the limits of a naval activity.

(b) In addition to the commands listed in sub-paragraph (a) above, commanding officers of ships or activities are authorized to designate and to accredit naval couriers for the transmission of classified matter within the limits of a naval ship or activity or between specifically identified activities in the immediate area.

(c) Commissioned officers of the Armed Forces may act as naval couriers without special designation.

(d) Warrant officers, petty officers, and non-commissioned officers, masters of United States Merchant ships, civilian employees of the United States Government, and in special circumstances other United States citizens may be designated and accredited as naval couriers. Prior to the designation of a courier, the authorizing official shall insure that the person is entirely trustworthy and that the matter entrusted to his care will be properly safeguarded.

(e) Naval couriers shall be designated in writing. (Refer to articles 7-4, 7-5, 7-6, and 7-7. Also refer to sample format, Appendix "F".)

7-4

TRANSMISSION OF TOP SECRET--(a) The following personnel may transmit (carry) Top Secret matter by hand:

(1) Commissioned officers (officer messengers) of the Armed Forces who are specifically authorized by their commanding officer or higher authority

(2) Appropriately designated and accredited Navy, Atomic Energy Commission, or State Department couriers

(b) Top Secret matter shall not be transmitted by registered mail.

7-5

TRANSMISSION OF SECRET--(a) The following personnel may transmit (carry) Secret matter by hand:

(1) Commissioned officers (officer messengers) of the Armed Forces who are specifically authorized by their commanding officer or higher authority

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(2) Appropriately designated and accredited Navy, Atomic Energy Commission, or State Department couriers

(3) In exceptional circumstances, trustworthy non-commissioned or petty officers or civilian employees who have been authorized in writing by the commanding officer or higher authority to perform such duty within a naval activity or between specifically identified activities in the immediate area

(b) If courier service is not immediately available, under conditions of emergency, Secret matter other than cryptographic devices and certain registered publications designated by the Chief of Naval Operations may be sent by registered mail or registered guard mail within the continental United States. When the transmission of Secret matter by United States registered mail or registered guard mail is authorized, the forwarding command shall certify this fact by a statement in the document or accompanying correspondence as follows:

"Transmission by United States registered mail or registered guard mail is authorized in accordance with article 7-5, United States Navy Security Manual for Classified Matter."

(c) Secret matter may be transmitted by United States registered mail or registered guard mail outside the continental United States only when the forwarding command has complete assurance that such mail shall at no time be transported on a foreign carrier or enter into the channels of a foreign postal system.

7-6

TRANSMISSION OF CONFIDENTIAL--(a) The following personnel may transmit (carry) Confidential matter by hand:

(1) Any person who is authorized to transmit Top Secret and Secret matter by hand

(2) Any person in the Naval Establishment who has been authorized to handle Confidential matter and who has been authorized by competent authority to transmit such matter by hand. When circumstances warrant, this authorization shall be given in writing.

(b) The transmission of Confidential matter other than certain cryptographic devices designated by the Chief of Naval Operations shall be the same as for Secret, except as follows:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

(1) Transmission within the continental limits of the United States shall normally be by United States registered mail or by registered guard mail.

(2) No special certificate of authorization by the forwarding command is required when such matter is transmitted by United States registered mail or registered guard mail.

(c) Confidential matter may be transmitted by United States registered mail or registered guard mail outside the continental United States only when the forwarding command has complete assurance that such mail shall at no time be transported on a foreign carrier or enter into the channels of a foreign postal system.

7-7

TRANSMISSION OF RESTRICTED--(a) Restricted matter may be transmitted by any means authorized for the higher categories of classified matter.

(b) Within the continental United States Restricted matter shall be transmitted by ordinary mail.

(c) Outside the continental United States, Restricted matter may be transmitted by ordinary mail only when the forwarding command has complete assurance that such mail shall at no time be transported on a foreign carrier or enter into the channels of a foreign postal system, except as prescribed in article 7-2(b).

7-8

TRANSMISSION OF RESTRICTED DATA--(a) Restricted Data (Atomic Energy Act) may, if sealed, be transmitted in the same manner as other classified matter of the same military classification. If not sealed, it may only be handled by personnel authorized access to the contents.

(b) Restricted Data shall always be assigned a military classification of Top Secret, Secret, Confidential, or Restricted.

7-9

AVAILABILITY OF U. S. CARRIERS--Commanders of overseas shore activities shall provide commanding officers of ships with information as to whether or not classified registered mail will be dispatched on United States carriers. In those cases where the commander of the shore activity has no information as to the availability of United States carriers, he shall accept the classified

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

registered mail for safeguarding and further forwarding via the first available United States carrier unless more expeditious ultimate delivery can be accomplished by retention on board.

7-10

SHIPMENT OF BULKY MATTER--If size and quantity permit, all classified matter shall be transported as described in articles 7-4, 7-5, 7-6, and 7-7. In cases where matter is of such character as to make transmission via the mails and messengers impracticable, the following instructions shall apply:

.(a) Adequate protection in accordance with the classification assigned shall be provided by competent authority.

(b) Armed Guards shall be provided for all classified matter, other than Restricted, which is being shipped as freight or express, unless exempted therefrom by competent authority.

(c) When practicable, contracts, allocation letters, and shipment orders shall contain essential directives for the maintenance of security in transit.

(d) Competent authority shall designate the method of shipment, such as express, freight, naval air transport, naval courier, or registered mail.

(e) "Bills of Lading" shall not contain classified information or details which will make obvious the classified nature of the shipment. There is no means of maintaining "Bills of Lading" in a classified category.

(f) The consignee shall be notified of the classified nature of a shipment by separate correspondence. This can readily be accomplished by the attachment of a notice to his copy of the "Bill of Lading," which shall then be handled as other classified mail.

(g) If a container has parts which are of different classifications, the classification of the highest part shall be assigned thereto.

(h) Classified publications and apparatus or equipment normally shall not be shipped under the same cover. A limited number of classified instruction books may be included with classified apparatus or equipment. However, this shall not be construed to prevent the inclusion of operation, erection, and maintenance instructions, and of inventory lists that are normally included with equipment when it is determined that the needs of the Service may be jeopardized by separate shipment.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

(i) The continuity of armed guard protection shall be maintained through stop and transfer points.

(j) Secret matter of less than carload or truckload shipments shall normally be forwarded to and from points within the continental United States via Railway Express agency money waybills under hand to hand express armed guard service.

(k) Carload and truckload shipments of Secret matter shall normally be placed under military armed guard. Such shipments may under unusual cases of urgency be forwarded via Railway Express Agency money waybills under hand to hand express armed guard service.

7-11

REGISTERED PUBLICATIONS--Additional instructions concerning the transmission of registered publications and devices are contained in the Registered Publication Manual.

7-12

CUSTOMS--(a) Responsible authorities shall explain the customs procedure to persons who are entrusted with the transportation of classified matter through United States and foreign customs. Local arrangements shall be made by the responsible authority to facilitate passage through customs as necessary. There is considerable variation in the customs procedures of foreign nations.

(b) If difficulty is experienced in obtaining customs clearance, the assistance of the district commandant or other appropriate naval representative at the port of entry or departure shall be requested. Local naval representatives in foreign countries, such as naval attaches, shall render necessary assistance.

7-13

CUSTOMS INSPECTION--(a) Mail forwarded through foreign countries or to activities within foreign countries is subject to foreign customs and censorship inspections even though forwarded by officer messenger or international mail. Mail sent via diplomatic pouch shall not be subject to foreign inspection.

(b) Classified matter which is sent via United States registered mail is exempt from United States Customs inspection.

(c) Classified matter which is transmitted by the hand of an officer messenger or naval courier is exempt from United States customs inspection, if

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

it is clearly identified on the outer cover, wrapper, or tag as follows:

"Certified to be official USN Officer Messenger Mail

_____"
Signature (of an officer) Rank

SECTION 2--PREPARATION OF MATTER FOR TRANSMISSION

7-14

INNER CONTAINERS--(a) Except for transmission by hand within a ship, contractor's plant, station, or office, Top Secret, Secret, and Confidential matter shall be enclosed in double sealed containers.

(b) The inner container shall show the classification, including where appropriate a "Restricted Data" marking, and special instructions, such as "To be opened by a commissioned officer," and shall be sealed so as to reveal any evidence of tampering. Also, the inner container shall be addressed if going to an activity outside of the Naval Service.

(c) Classified written matter shall be folded or packed in such a manner that the text will not be in direct contact with the inner cover.

(d) Restricted non-registered matter shall not be enclosed in double wrappers unless transmitted through a Canadian postal system as authorized in article 7-2.

(e) All envelopes or other containers which hold classified matter shall be of non-transparent material.

7-15

RECEIPT SYSTEM--(a) Top Secret, Secret, and registered Confidential matter shall be accounted for by a receipt system. Receipts for non-registered Confidential, Restricted, and unclassified matter normally shall not be required unless the respective correspondence contains an important directive. However, a decision as to the use of receipts for Confidential, Restricted, and unclassified matter is entirely a command responsibility.

(b) The receipt form shall be enclosed in the inner envelope. When matter is forwarded for trans-shipment, a second receipt form which is addressed to the trans-shipment agency shall be included beneath the outer (third) cover. Receipt forms shall contain unclassified information such as is necessary to identify the

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

matter. This normally shall include the serial, date, and the identification number assigned to the outer wrapper. The subject or long title shall not be included on the receipt form. Post card receipt forms shall be used whenever practicable. (Refer to article 9-30 concerning preparation of receipts when classified matter is furnished to persons outside the military services.)

(c) Receipts for classified matter shall be returned via ordinary United States mail. Normally, receipts shall be retained for a period of two years. Custodians shall insure that an unbroken chain of receipts is maintained.

7-16

OUTER CONTAINERS--(a) The forwarding command shall insure that the outer container shows the complete and correct administrative address of the addressee and the administrative return address of the sender. Code names, shipping designators, and task force numbers shall not be used as mail addressees on the outside of envelopes. When administrative titles are not assigned, the Navy address number shall be used.

(b) Outer containers shall not bear a classification marking or any other unusual data or marks that might invite special attention.

(c) Outer containers shall be of non-transparent material.

7-17

SOURCES OF ADDRESS--(a) The following publications shall be consulted for complete mail addresses for other than officer messenger mail:

(1) Current issue of the Standard Navy Distribution List, Part 1, (contains the official list of fleet and mobile units and their administrative addresses)

(2) Current issue of the Catalog of Activities of the Navy including Standard Navy Distribution List. Part 2 (OpNav P24-105) contains the official list of shore activities with complete administrative addresses

(3) Current listing of Navy numbers, published in the Navy Department Bulletin with instructions pertaining to their use

(b) Navy numbers shall be used only as a key for the addresses published in the Catalog of Activities of the Navy, including the Standard Navy Distribution List. The Catalog of Activities of the Navy, including Standard Navy Distribu-

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

tion Lists, and similar command publications are the only authorized mailing lists.

7-18

WARTIME ADDRESS--(a) During wartime naval addresses, except on officer messenger mail, shall meet Joint Army, Navy, and Air Force security requirements by not disclosing a geographical location. This shall not be construed in such a manner as to prevent the dissemination of information which is essential to efficient distribution in a local harbor or area.

(b) Geographical locations shall always be used in the addresses of officer messenger mail.

(c) Upon the outbreak of war or when ordered, localities outside of the United States shall use the numerical and mobile mail addresses as prescribed by the Chief of Naval Operations, unless otherwise specifically directed.

7-19

PEACETIME ADDRESS--(a) In peacetime the standard post office address (c/o Fleet Post Office, New York or San Francisco) for units of the active fleets, naval bases and stations overseas, and Marine Corps units overseas shall normally be used. This shall not be construed in such a manner as to prevent the dissemination of information which is essential to efficient distribution in a local harbor or area.

(b) Geographical locations shall always be used, however, when addressing officer messenger mail.

7-20

TRANS-SHIPMENT--(a) Matter which is consigned to a command for trans-shipment from the continental United States to outlying points or vice versa shall first be prepared in accordance with the established procedure.

(b) In addition, such matter shall be enclosed in an outer (third) container which shall be addressed to the consignee. The outer container shall show the originator's identification number and indicate the desired or authorized method of further transmission to the ultimate addressee.

(c) A second (middle) container shall bear the originator's identification number and the final delivery address.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TRANSMISSION

(d) Transmission instructions shall be shown on an accompanying receipt which shall be attached to the outside of the second (middle) container.

7-21

USE OF DIPLOMATIC POUCH--All official mail for naval missions, advisers, attaches, observers, liaison officers, and naval members to allied control commissions is ordinarily transmitted by diplomatic pouch through State Department channels. Such mail shall be prepared by originators in accordance with instructions contained in the Catalog of Activities of the Navy (OpNav-P24-105), which requires that all such mail, regardless of security classification, shall have an identification symbol or serial on the outer container. Such mail shall be addressed as follows:

(Title and Address of Activity)
c/o Chief of Naval Operations (Op-32)
Mail and Dispatch Section
Navy Department
Washington 25, D. C.

7-22

REGISTRATION NUMBERS--The forwarding command shall maintain a record of the registration numbers and other identification which have been assigned to classified matter, incident to transmission or otherwise.

7-23

CARRYING IN AIRCRAFT--Registered and non-registered classified publications shall be appropriately marked or shall contain a statement in the letter of promulgation as to whether or not the publication may be carried in aircraft for use therein.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 8

OFFICER MESSENGER MAIL

SECTION 1--GENERAL

8-1

RESPONSIBILITY--Officers in a command status shall be responsible for the establishment and maintenance of facilities within their commands for the handling of officer messenger mail (OM mail) under the strict supervision of commissioned officers. They shall also be responsible for the promulgation of such additional directives as may be required to insure the proper handling of officer messenger mail within their command.

8-2

COMMUNICATION COGNIZANCE--Officer messenger mail centers (OMMCs) and other officer messenger mail offices and facilities shall be under the cognizance of the communication officer. They may be combined with Registered Publications Issuing Offices and other appropriate activities so long as adequate security control is maintained.

8-3

SEPARATION FROM U. S. MAIL--In order to comply fully with postal laws and regulations and to guard against inadvertent injection of officer messenger mail into regular postal channels, such mail shall not be handled in spaces which are regularly assigned to Navy Post Offices for the handling of United States mail. This does not preclude the establishment of an officer messenger mail office in the same building with a Navy Post Office, so long as the complete security and separate identity of each is achieved.

8-4

PERSONNEL FOR OMMCs--(a) Commissioned officers shall be assigned as officers in charge of officer messenger mail offices.

(b) Especially selected enlisted men and civilians may be assigned to officer messenger mail offices and authorized to sign for and otherwise handle officer messenger mail which is classified Secret or below. Also, they may act as couriers for such mail within the confines of the naval station, base, or other activity in which the officer messenger mail office is located provided they are so authorized in writing by competent authority. Officer messenger mail shall be transported in accordance with article 8-23.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

8-5

TYPES OF MATTER HANDLED--Officer messenger mail facilities shall provide for secure and expeditious handling of classified matter as follows:

(a) All Top Secret matter

(b) Secret matter for which handling by United States registered mail is not authorized

(c) Cryptographic matter as specified by the Registered Publication Manual or other directives of the Chief of Naval Operations

(d) All other classified matter (Confidential and Restricted) which must pass through a foreign area, except Restricted matter passing between the United States and Alaska through the Canadian postal system

8-6

RECEIPTS--Originators shall prepare receipts (Form OpNav 20-559) in triplicate for each shipment of officer messenger mail. The original and one copy shall accompany the shipment to the officer messenger mail office and the other copy shall be retained by the originator until the signed original is returned by the officer messenger mail office. (OpNav 20-559 forms may be obtained from the nearest officer messenger mail office.)

8-7

USE OF SYSTEM--Competent authorities shall take necessary action to insure that mail which is forwarded by officer messengers is of such a nature as to require such precautionary transmission. Mail shall always be sent by United States mail if permissible.

8-8

PREPARATION FOR SHIPMENT--Originators shall prepare officer messenger mail and accompanying receipts as follows:

(a) Enclose matter in a properly sealed container. Letters and packages shall be double wrapped and properly sealed.

(b) Place complete return address on the outer container

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL.

(c) Place identification mark on the outer container. This mark shall consist of a symbol which will identify the originator or sender, and an identifying number. For example, a package forwarded by the Commandant, Fifth Naval District, might be numbered 5ND-15.

(d) Place complete address on container, showing name of ship, command, activity, and geographical location. Fleet Post Office addresses shall not be used on officer messenger mail.

(e) Certify as officer messenger mail on outer container as follows:

"Certified to be Official USN Officer Messenger Mail

_____"
Signature (Officer) Rank

(Competent authorities or their specifically designated commissioned officer subordinates shall sign. Facsimile stamps shall not be used.)

(f) Fill out receipts (Form OpNav 20-559). The symbol "USM," which signifies United States or registered Navy guard mail, shall be used within the United States and shall appear on receipts when appropriate.

(g) Do not use containers bearing the penalty indicia, "Penalty for private use to avoid payment of postage, $300."

8-9

ROUTING CERTIFICATE--(a) In all cases where officer messenger mail is to be transmitted via State Department channels, the command originating the transmittal shall place in the lower left portion of the front of the outer cover a routing certificate similar to the following example:

ROUTING CERTIFICATE

It is certified that contents require transmission indicated below (Mark one).

_____ By COURIER (Hand treatment and registration to destination.)
_____ AIR POUCH (May be unaccompanied. Speed primary.)
_____ SURFACE POUCH (May be unaccompanied.)

Office or phone _____ Name and grade _____

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

This certificate shall be typewritten and pasted on or may be applied by rubber stamp or other legible means. Over-all size of the certificate should not exceed 2 inches by 4 inches.

(b) The "BY COURIER" system shall be used for all officer messenger mail.

(c) The State Department requires the above certificate in order to insure proper handling of classified mail. No other classification marking shall appear on the outer cover. This system has been coordinated by State, Army, Navy, and Air Force.

8-10

WEIGHT AND SIZE--Normally the weight and size limitations of a single piece of officer messenger mail shall be limited to the following:

Weight: Sixty pounds

Size: Seventy inches in length and girth combined

Essential exceptions to these limitations shall be referred to the nearest officer messenger mail office for special determination.

8-11

AUTHORITY TO DRAW--Commissioned officers shall normally be detailed to draw officer messenger mail from officer messenger mail offices. When commissioned officers are not available, carefully selected enlisted men may be designated in writing by competent authority to draw officer messenger mail for activities within, or contiguous to, the same base or activity in which the officer messenger mail office is located. If neither officers nor enlisted men are available, such as in a records management center, especially reliable and trustworthy civilians may be authorized to draw officer messenger mail under the same conditions as enlisted men. (Refer to article 8-15.)

8-12

AUTHORITY TO DELIVER--Officers, enlisted men, or civilians may be authorized to deliver mail under the same conditions as outlined in article 8-11 above.

8-13

SPECIAL PRECAUTIONS--Responsible commands shall require compliance with the following instructions when officer messenger mail is being transported in localities having large percentages of aliens in the total population, or in other areas where conditions make it advisable:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

(a) Couriers shall be armed and accompanied by armed escorts at all times.

(b) Vehicles carrying officer messenger mail shall be locked or shall be fitted with a locked compartment for stowage of the mail. When a vehicle is used which is not so equipped, bags and pouches shall be locked to the vehicle or to the courier.

8-14

TRANSPORTATION BY AIRCRAFT--Transportation of officer messenger mail by aircraft over foreign territory shall be avoided except in cases where urgency of delivery out-weighs the danger of compromise. Competent authorities may authorize transportation over foreign territory, but the friendly or unfriendly character of the country shall be given appropriate consideration. An electric cipher machine shall not be transported by air over foreign territory without the express approval of the Chief of Naval Operations.

8-15

IDENTIFICATION--(a) All persons calling at officer messenger mail offices to draw or to deliver mail shall be positively identified. Service personnel shall be identified by means of an identification card and an officer messenger mail authorization Form OpNav 20-875 (new 8-47).

(b) It is not necessary to prepare a new form OpNav 20-875 for a person each time he draws OM mail. A form OpNav 20-875 is good until revoked by the holder's commanding officer, or until the holder is detached from a ship or station, at which time it must be turned in for destruction.

(c) A civilian shall be identified by means of an identification card form NavExos 120 and Form OpNav 20-875.

(d) Copies of OpNav 20-875 forms may be obtained from the nearest registered publications issuing office or district printing and publications office.

(e) Copies of NavExos 120 forms may be obtained on request from the Chief of Naval Operations (Op-20-R).

(f) Requests shall state reasons for authorizing civilians to draw officer messenger mail. Forms shall be signed by competent authority.

8-16

DELIVERY ON TAD ORDERS--When delivery is urgent and none of the means of transportation listed in article 8-23 is available, an officer may be given temporary additional duty (TAD) orders to act as a messenger for delivery of officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

(a) Couriers shall be armed and accompanied by armed escorts at all times.

(b) Vehicles carrying officer messenger mail shall be locked or shall be fitted with a locked compartment for stowage of the mail. When a vehicle is used which is not so equipped, bags and pouches shall be locked to the vehicle or to the courier.

8-14

TRANSPORTATION BY AIRCRAFT--Transportation of officer messenger mail by aircraft over foreign territory shall be avoided except in cases where urgency of delivery out-weighs the danger of compromise. Competent authorities may authorize transportation over foreign territory, but the friendly or unfriendly character of the country shall be given appropriate consideration. An electric cipher machine shall not be transported by air over foreign territory without the express approval of the Chief of Naval Operations.

8-15

IDENTIFICATION--(a) All persons calling at officer messenger mail offices to draw or to deliver mail shall be positively identified. Service personnel shall be identified by means of an identification card and an officer messenger mail authorization Form OpNav 20-875 (new 8-47).

(b) It is not necessary to prepare a new form OpNav 20-875 for a person each time he draws OM mail. A form OpNav 20-875 is good until revoked by the holder's commanding officer, or until the holder is detached from a ship or station, at which time it must be turned in for destruction.

(c) A civilian shall be identified by means of an identification card form NavExos 120 and Form OpNav 20-875.

(d) Copies of OpNav 20-875 forms may be obtained from the nearest registered publications issuing office or district printing and publications office.

(e) Copies of NavExos 120 forms may be obtained on request from the Chief of Naval Operations (Op-20-R).

(f) Requests shall state reasons for authorizing civilians to draw officer messenger mail. Forms shall be signed by competent authority.

8-16

DELIVERY ON TAD ORDERS--When delivery is urgent and none of the means of transportation listed in article 8-23 is available, an officer may be given temporary additional duty (TAD) orders to act as a messenger for delivery of officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

messenger mail. (Refer to current related directives of the Secretary of the Navy and of the Chief of Naval Personnel.)

SECTION 2--SPECIAL INSTRUCTIONS FOR OFFICER MESSENGER MAIL OFFICES

8-17

PERIOD OF RESPONSIBILITY--An officer messenger's period of direct responsibility for the safety of transmission of matter begins upon receipt from one command and terminates upon delivery to a designated command or authorized recipient.

8-18

PREPARATION FOR SHIPMENT--(a) The officer messenger mail office shall make up the standard officer messenger mail receipt (Form OpNav 20-559) in triplicate. An original and one copy shall be placed in the pouch while the second copy shall be retained until the signed original is returned. Pouches shall then be listed on the standard officer messenger pouch receipt (Form OpNav 20-873).

(b) The officer messenger mail office, when making up pouches for dispatch, shall show on the officer messenger mail receipt the classification of each piece of officer messenger matter. This also applies to officer messenger pouch receipts, which shall show thereon the highest classification of mail contained in each respective package, pouch, or sack.

(c) A sufficient number of copies of officer messenger pouch receipts shall be prepared so that trans-shipment offices will not have to make additional copies.

8-19

TAGGING SHIPMENTS--To each package, pouch, or sack of officer messenger mail a white tag shall be attached which shows the following:

(a) Name of dispatching mail center

(b) Weight

(c) Addressee

(d) Certification by an officer

(e) Identifying number

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

8-20

PACKING AND SEALING--Care shall be taken to insure that heavy objects or packages are packed in such a manner as to prevent tearing or rupturing of officer messenger bag, or pouch, in transit. Bags shall be sealed with heavy lead seals of the 4-hole, hemp cord insert type. In sealing, the cord shall be drawn as tightly as possible and the lead seal shall be crimped with a sealing handpress.

8-21

SHIPMENT VIA NATS--All officer messenger mail delivered to Naval Air Transport Service (NATS) for transportation shall be pouched and handled in accordance with instructions contained in ComNATS Air Traffic Instructions. Class 1 priority shall be assigned by NATS to officer messenger mail.

8-22

DELAY OF OFFICER MESSENGER MAIL--(a) When officer messenger mail is received by an officer messenger mail office from an originator or another officer messenger mail office for further forwarding, each piece will be backstamped with the name of the receiving office and date.

(b) When any officer messenger mail office is unable to forward or effect delivery of any item of officer messenger mail with reasonable promptness, the officer in charge shall inform the originator, as well as his commanding officer. Normally, mail which has not been delivered or forwarded within a week shall be reported.

8-23

HAND TRANSPORTATION--Since no regular courier system exists, officer messenger mail offices shall utilize such safe hand systems of transportation as may be available. Among these are the following:

(a) Naval Air Transport Service (NATS) (in custody of an officer)

(b) United States naval ships and aircraft (in custody of an officer)

(c) Air Transport Command (ATC) (in custody of an officer)

(d) Army Security Courier Service, where such service exists

(e) United States Army, Navy, Marine, Air Force, or Coast Guard Commissioned Officers on active duty

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(f) State Department couriers, where no other transportation exists for shipments to naval activities in foreign countries

(g) Accredited naval couriers

8-24

SPECIAL ORDERS--(a) It will usually be unnecessary to issue written orders to the officer messenger or courier when one of the systems of transportation listed in article 8-23(a), (b), (c), (d), and (f) is used.

(b) Written orders in letter form similar to Appendix "E" shall be issued in case an officer or naval courier, as listed in article 8-23(e) and (g) is designated to transport officer messenger mail. Such written orders shall be signed by competent authority or by an officer in charge of an officer messenger mail office. In addition to written orders, careful verbal instructions shall be given to the officer messenger or naval courier and the necessity for maintaining maximum security shall be stressed. (Refer to Appendix "E.")

(c) Before such orders as described in (b) can be issued to a warrant officer, enlisted man, or civilian, he shall first be designated and accredited as a naval courier by competent authority. Such designation shall be in letter form similar to Appendix "F."

8-25

EVIDENCE OF TAMPERING--Any evidence of tampering with officer messenger mail shall be reported immediately by message to the Chief of Naval Operations (Chief of Naval Intelligence) and the originator. After investigation, full details shall be forwarded by letter to the same authorities. If indications of espionage or sabotage exist, the local Naval Intelligence and Federal Bureau of Investigation representatives shall be notified immediately.

8-26

RECEIPTS, LOGS, AND RECORDS--(a) A chain of receipts shall be maintained for each letter or package from the time it is delivered to an officer messenger mail office until it is finally delivered to the office of the addressee.

(b) Receipts, logs, and records of officer messenger mail shall be kept for a period of two years and may then be destroyed. When officer messenger mail offices are terminated, records, logs, and receipts less than two years old shall be sent to the appropriate records management center and the Chief of Naval Operations shall be advised as to their disposition.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICER MESSENGER MAIL

8-27

STOCK SUPPLIES--(a) The Chief of Naval Operations (Registered Publications Section) shall maintain a supply of the following items, which may be obtained by officer messenger mail offices on request:

(1) Officer Messenger Mail Receipt Forms (OpNav 20-559)

(2) Officer Messenger Mail Pouch Receipt Forms (OpNav 20-873)

(3) Pouches (three sizes)

(b) Other items such as lead seals, handpresses, and shipping tags shall be obtained locally.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

CHAPTER 9

CONTROL OF DISSEMINATION

SECTION 1--GENERAL

9-1

RESPONSIBILITY--Officers in a command status shall be responsible for the dissemination of classified matter emanating from or distributed within their command. They shall also be responsible for the promulgation of such additional directives as may be required for the prevention of unauthorized dissemination of matter under their control.

9-2

GENERAL CONTROL--(a) The existence, nature, content, or whereabouts of classified matter shall be divulged only to the extent required by the circumstances.

(b) In determining the limits of dissemination, due consideration shall be given to the degree of classification, as well as the "need to know" as represented by individuals with regard to a specific piece of information. No person is entitled to knowledge or possession of classified matter solely by virtue of his rank, office, or position.

(c) Classified military information shall be disclosed only to military and civilian personnel having a legitimate interest therein, as described in articles 9-3, 9-4, 9-5, 9-6, and 9-7.

(d) Every effort shall be made to keep responsible officials informed. Security carried to such an extreme that vital information is not received by executing activities in sufficient time or detail to permit them to accomplish required tasks defeats the purpose for which the classified matter was prepared.

(e) In this connection, the need for the dissemination of certain types of classified information for training purposes shall be recognized. It will sometimes be necessary for purposes of briefing and training to disclose classified information to specifically designated officers, although such information is not required on their present duty.

9-3

DISSEMINATION OF TOP SECRET--(a) The authorized dissemination for Top Secret matter is as follows:

(1) To persons in the Armed Forces or other government services whose official duties require information on the specific subject under consideration

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(2) To persons not in the government service only under exceptional circumstances when it is determined that they must have information on the specific subject under consideration

(b) Competent authority shall specifically authorize those who are to receive Top Secret information.

9-4

DISSEMINATION OF SECRET--(a) The same rules apply to the dissemination of Secret as for Top Secret, but to a slightly lesser extent; and in the interest of expeditious handling, more assistants can be included in the process.

(b) Competent authority shall specifically authorize those who are to receive Secret information.

9-5

DISSEMINATION OF CONFIDENTIAL--(a) The authorized dissemination for Confidential matter is as follows:

(1) To persons in the Armed Services or other government services whose official duties require or make advisable that they have knowledge concerning the specific subject under consideration

(2) To persons in the Armed Services or other government services who, in the best interests of the Naval Service, should be informed concerning the specific subject under consideration

(3) To persons not in the government service when it is in the best interests of the Naval Service that they be informed

(b) Competent authority shall determine those who are to receive Confidential information.

9-6

DISSEMINATION OF RESTRICTED--(a) The authorized dissemination for Restricted matter is as follows:

(1) To persons in the Armed Services or other government services except those who are excluded from certain specific information

(2) To persons in the government service whose official duties require the information or when such dissemination appears to be in the public interest

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

(3) To persons not in the government service when it appears to be in the public interest and has been authorized by competent authority in accordance with current basic policy

(b) Restricted information may be given the widest possible dissemination within the Service or may be limited to those who "need to know." Promulgation instructions shall clearly specify the desired dissemination.

(c) Information classified as Restricted shall not be considered as well protected, but it shall be handled in such manner as not to become public knowledge.

9-7

DISSEMINATION OF RESTRICTED DATA--The authorized dissemination for Restricted Data (Atomic Energy Act) is as follows:

(a) To persons in the Naval Service who have been specifically authorized by the Chief of Naval Operations to receive such information. (Refer to article 6-5.)

(b) To persons whom the Chief of Naval Operations has specifically determined as requiring the information

(c) To naval activities that the Chief of Naval Operations has specifically determined may receive Restricted Data under normal security regulations. This applies to Restricted Data of a lower classification that require a relatively wide distribution.

9-8

RECORD OF DISCLOSURE--(a) Each command shall maintain a record of each person to whom Top Secret matter has been divulged or entrusted for any purpose by the command.

(b) A record shall be maintained by each command of civilian and non-commissioned personnel to whom Secret information has been divulged.

9-9

REGISTERED EXTRACTS AND COPIES--(a) Additional copies of registered publications shall normally be made only on the authority of the Chief of Naval Operations or originator unless specifically authorized upon promulgation. In an emergency, additional copies may be made if they are impossible to obtain from the usual source. Under such exceptional circumstances, the following instructions shall govern:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

(1) Additional copies shall be classified and safeguarded in the same manner as for the basic publication.

(2) Additional copies shall be registered and accounted for continuously until destroyed. They shall be fully incorporated in the registered publication system if the basic publication is so incorporated.

(3) In order to prevent duplication of register numbers, the Chief of Naval Operations shall be requested in advance, if practicable, to assign register numbers for additional copies. Such additional copies shall not be assigned register numbers which consist of letter-numeral combinations.

(b) Extracts from registered publications may be made only on the authority of the Chief of Naval Operations or the originator unless specific authority to do so is contained in a letter of promulgation, except that in an emergency, competent authority may so direct. Under such special circumstances, the following instructions shall govern:

(1) Extracts shall be classified the same and safe-guarded with as much care as the basic publication or section thereof from which made.

(2) Extracts shall be registered and accounted for locally until destroyed.

(3) The preparation of extracts under emergency conditions need not be reported to the Chief of Naval Operations or the originator.

9-10

NON-REGISTERED EXTRACTS AND COPIES--(a) Additional copies and extracts from non-registered Top Secret, Secret, or Confidential documents shall not be made without the authority of the Chief of Naval Operations or the originator, except that in an emergency, a commanding officer or his superior may direct extracts to be made for use within his command.

(b) Unless specifically directed otherwise, extracts and copies may be made from Restricted documents at the discretion of the commanding officer if such action is in the best interests of his command.

(c) Copies shall be classified, accounted for, and safeguarded the same as for the original.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(d) The preparation of additional copies shall be reported to the Chief of Naval Operations or to the originating agency.

(e) Extracts shall be assigned a classification which is based on content and not necessarily that of the basic document.

(f) Extracts from messages shall be classified and paraphrased as required by articles 4-5 and 4-22.

(g) The officer who directs that copies or extracts be made shall be responsible for the security control thereof.

9-11

REPRODUCTION OR EXTRACT MARKINGS--(a) Classified documents, other than ordinary letter correspondence, for dissemination to activities outside the Naval Establishment shall be marked as follows, unless specifically excepted in letter of promulgation:

> "Reproduction of this classified document in any form by other than naval activities is not authorized except by specific approval of the Secretary of the Navy."

(b) Classified documents, other than ordinary letter correspondence, for dissemination to naval activities shall be marked with one of the following applicable notations:

> "It is forbidden to make extracts from or to copy this classified document without specific approval of the Chief of Naval Operations or originator, as applicable, except as provided for in articles 9-9 and 9-10 of the United States Navy Security Manual for Classified Matter."
>
> or
>
> "Extracts may be made from this publication when necessary for .....(indicate authorized reason or reasons)."

9-12

DATA FROM ANOTHER AGENCY--Classified matter which originated in another government activity and is provided to the Navy Department shall not be reproduced or communicated to a third activity without the consent of the originating activity. When further dissemination is authorized by the originating activity, it shall be handled in accordance with the classification assigned by that

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

activity. This prohibition shall not apply when the matter in question was prepared for the Navy, nor in those cases in which the Navy shared expenses and interest in the research, preparation, or production of the item.

9-13

DISSEMINATION TO RESERVE PERSONNEL--(a) Reserve personnel on active duty including training duty may have access to classified matter as necessary in the performance of their duties. (Refer to articles 6-8 and 6-9.)

(b) Reserve personnel in an inactive status may have access to classified matter under the following provisions:

(1) Top Secret or Restricted Data: Only after the approval of the Chief of Naval Operations. The Chief of Naval Operations will authorize disclosure only if the individual concerned has been investigated, and the training command or issuing activity certifies the release as necessary in connection with national defense.

(2) Secret: If necessary to accomplish an assignment or to prepare for a mobilization billet. Secret matter will not be released for information purposes only.

(3) Confidential and Restricted: As necessary, to provide information, to accomplish an assignment, or to prepare for a mobilization billet

(c) Classified matter may be released into the personal custody of reserve personnel in an inactive duty status only when the issuing authority has been assured that facilities are available to the personnel concerned such as will afford physical security to the matter in accordance with the regulations for stowage contained in this Manual. (Refer to article 6-17.)

(d) Permitting access to or issuing of cryptographic aids and cryptographic publications to reserve personnel in an inactive status is prohibited, except as specifically authorized by the Chief of Naval Operations.

SECTION 2--ORAL DISCUSSION AND PERSONAL CENSORSHIP

9-14

PERSONAL CENSORSHIP--Indiscreet conversation and personal letters constitute the greatest menaces to security. This applies especially to persons inclined to engage in discussion of office affairs with their families or friends outside of the office. It also applies to careless talk in the office in the

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

presence of persons not authorized to have the information. Loose talk in public places and over the telephone is also most dangerous. Information imparted to unauthorized persons within or outside the Service may be repeated innocently and in ignorance of its importance until it becomes a matter of common knowledge. Foreign intelligence agents are scientifically trained to collect and to collate numerous bits of seemingly harmless information from conversation and rumors which circulate in the vicinity of naval activities. False and erroneous information which has been given deliberately may often provide an agent with the needed fragment. Therefore, automatic censorship of official and unofficial conversation and letters shall be a fundamental duty of all naval personnel. The habit must be cultivated until it becomes routine.

9-15

TELEPHONE CONVERSATIONS--(a) The Joint Chiefs of Staff have established a policy on approved circuits which governs the transmission in plain language of Secret, Confidential, and Restricted matter over wire circuits, including telephones. This policy is contained in the Joint Communication Instructions, which establishes as a command responsibility the authorization for the transmission of classified information over telephones. Competent authorities shall comply with the Joint Communication Instructions in this regard.

(b) In accordance with the joint policy on approved circuits no electrical circuit shall be approved for the transmission in plain language of any information having a classification of Top Secret.

(c) The hazard to the security of our cryptographic systems and to classified information shall be borne in mind when telephone conversations involve classified messages, regardless of their classification.

(d) Classified information shall not be disclosed over public telephones.

(e) Article 9-15(a), (b), (c), and (d) above does not preclude the making of references to classified matter by file numbers, dates, other identifying symbols and the subject, provided that the subject itself is not classified. Refer to article 9-17(b).

(f) When any telephone is used, the possibility of insecurity due to executive cut-in, phantom voice interception, and deliberate wire-tapping is a threat at all times, and shall be borne in mind.

9-16

AUTHORIZED DISCUSSION--Discussion of classified matter before a properly composed student body of an officially established U. S. Government school or college may be authorized by the Chief of Naval Operations. This authority

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

may be delegated to lower echelons in accordance with basic policy. Commanding officers of naval schools shall conform to standard security policies. Specific authorization for the presentation to students of authorized classified subjects, as appropriate, is not required.

9-17

CAUTIONING PERSONNEL--(a) Commanding officers shall provide for ample instruction and indoctrination of personnel in the security of classified information. The necessity for "security at the source" shall be emphasized. Before arrival in port following a period of operations, personnel shall be cautioned concerning special or unusual security requirements connected therewith. Civilian and naval personnel including those being released from the Naval Service shall be directed neither to discuss nor to write about classified information. They shall be informed that the unauthorized disclosure of such information makes the individual subject to trial under the provisions of the Espionage Act of 1917 as amended. (Refer to Appendix "A.")

(b) There are certain classified subjects, the existence of which in itself is classified. Such subjects shall never be mentioned under conditions that do not provide for protection equal to the classification assigned thereto. The objective in such cases is to prevent disclosure of the fact that the Naval Service is interested in, or is carrying on, research or development as related to the subjects in question. Such subjects are often assigned a code name.

9-18

PRISONERS OF WAR--(a) The United States, as well as most other nations, is a signatory to the Geneva Convention. Therefore, the provisions of this convention are binding on personnel of the Naval Service.

(b) Pursuant to the provisions of the Geneva Conference (1929), each prisoner of war is bound to give, if he is questioned on the subject, his true name and rank or his serial number. All members of the Naval Service shall comply in this regard in case of capture.

(c) Prisoners can expect to be questioned upon capture. During such interrogations they shall not give any information other than their names, ranks, or rates and serial numbers. Threats, inducements, promises, and subterfuges might be used by the enemy to extract information. Seemingly harmless subjects, such as baseball and golf, should not be discussed while undergoing interrogation, as a trained interrogator can usually extract the information he desires through such a discussion. There is no such thing as a harmless subject while a prisoner is held in an enemy interrogation center. Prisoners shall endeavor to communicate promptly their names, ranks, or rates, serial

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

numbers, and prison addresses to the International Red Cross Committee, Geneva, Switzerland. No other information shall be given for use by the Red Cross.

9-19

TESTIMONY BEFORE COMMITTEES OF CONGRESS AND EXECUTIVE COMMISSIONS, BOARDS, COMMITTEES, AND SIMILAR GROUPS--(a) It is deemed to be in the public interest to make classified naval information available to Committees of Congress and Executive Commissions, Boards, Committees, or similar groups when specifically directed by the Secretary of the Navy. In each such case the Secretary of the Navy will issue specific instructions as to the limits of disclosure as well as any other special instructions as to security which he deems appropriate.

(b) Whenever a person in the Naval Service appears before a Committee of Congress or Executive Commission, Board, Committee, or a similar group in either executive or public session, and is called upon to give testimony which includes information classified Top Secret, Secret, or Confidential, he will not divulge the information unless he has been authorized by the Secretary of the Navy to do so.

(c) The Secretary of the Navy may, from time to time, authorize certain officers or other persons to disclose information in accordance with (a) and (b) above without his specific prior approval.

(d) If a person in the Naval Service does not have authority to give information as described in (a) and (b) above, he will respectfully state to the Committee that he is not authorized to disclose the information desired. He will further inform the appropriate group member that he will endeavor to obtain such necessary authority.

(e) Naval personnel, when called upon to testify as described in (a) and (b) above, will immediately endeavor to obtain necessary authority from the Secretary of the Navy to divulge information which they anticipate will be desired.

(f) When a person in the Naval Service is requested to give testimony which includes information classified Top Secret, Secret, or Confidential which he has been authorized by the Secretary of the Navy to disclose, he will respectfully request that the testimony be given in executive session only. He shall further request that a record of such hearings not appear in the Congressional Record or any other document open to public inspection.

(g) Information classified Restricted may be given as described in (f) above except that the authority of the Secretary of the Navy to do so is not required. All other limitations apply.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

9-20

LEGISLATION--(a) Unless authorized by the Secretary of the Navy, information as to any legislative recommendation shall not be revealed to any individual or association not under Navy Department control, except as may be required by law.

(b) Similar to (a) above, the nature and content of reports of the Navy on bills referred to it by Committees of Congress shall not be disclosed to any individual or association not under Navy Department control unless specifically directed to do so by the Secretary of the Navy.

SECTION 3--DISCLOSURE THROUGH JUDICIAL PROCEEDINGS

9-21

GENERAL COURTS-MARTIAL--(a) By law every person who has been tried by general court-martial is entitled to a copy of the record of the proceedings of the court, whether he was acquitted or convicted (Section 521, Naval Courts and Boards, 1937). Frequently, such copy is delivered to civilian counsel for use as a basis for legal attack upon the conviction. Such records may be introduced into evidence in civilian courts, thereby becoming, in their entirety, public records. It is important, therefore, that every precaution be taken by convening authorities of general courts and the courts and judge advocates to protect the security of classified matter. It is, therefore, directed that officers who are authorized to convene general courts-martial shall insure, by appropriate means, the following:

(1) That cases are properly classified before trial whenever it can be foreseen that classified matter will be involved

(2) That the judge advocate assign appropriate classification immediately upon the introduction of classified matter into the record. Classification may be changed by a higher authority in the same manner as for other matter.

(3) That courts be instructed in the convening precepts that they may, on their own motion, assign appropriate classification if such is made necessary by the introduction of evidence of a classified nature

(b) Convening officers shall insure that the completed originals of records of proceedings are properly classified before they are forwarded to the Judge Advocate General of the Navy for review.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(c) Convening officers shall insure that the accused's copy of the record of proceedings is expurgated of classified matter before delivery as follows:

(1) Question and answer testimony which discloses the nature or existence of classified matter of any sort shall be physically removed by cutting. Over-marking or any other form of deletion shall not be attempted.

(2) All arguments of the defense counsel and the judge advocate, as well as remarks by the court members and voluntary statements of witnesses (including admissions of fact by the accused), which disclose the nature or existence of classified matter shall be physically removed as proveded in (c) (1).

(3) Copies of exhibits (documents, messages, photographs, and other appropriate matter) which disclose the nature or existence of classified matter shall not be appended to the accused's copy of the record.

(d) Officers authorized to convene general courts-martial shall insure that the accused is informed that certain designated portions of the record have been deleted, or that exhibits have been withheld, for reasons of national security.

(e) Convening officers shall insure that there is affixed to the accused's copy of the record the original of a certificate which shall clearly indicate the following:

(1) The pages from which matter has been deleted

(2) The pages which have been removed in their entirety

(3) The exhibits which have been removed

A signed copy of this certificate shall be affixed to the original unexpurgated record next below the cover sheet. This certificate shall state the fact that the deletions and omissions were made for reasons of national security and that the unexpurgated original may be inspected in the file of the Judge Advocate General of the Navy upon receipt of specific permission from the Secretary of the Navy.

(f) The convening authority shall require of and receive from the accused a receipt which will show that he has received an expurgated copy of the record and that he has been advised of the fact and extent of the deletions and omissions and the reasons therefor.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(g) The fact of expurgation of the accused's copy shall be indicated on the cover page of the original record at the time of forwarding to the Judge Advocate General for review.

(h) If the necessity for assigning classification is determined subsequent to delivery of a copy to the accused, the copy shall be recovered by proper authority and returned to the convening authority for expurgation.

9-22

OFFICIAL RECORDS IN CIVIL COURT--(a) Unless authorized by the Secretary of the Navy, persons in the Naval Service are prohibited from producing official records or copies thereof, or from producing classified matter or copies thereof, in answer to subpoenas duces tecum or otherwise, and from disclosing any information pertaining to classified matter, in a civil court. In all cases where official records or copies thereof are requested by or on behalf of parties to a suit, whether in a court of the United States or of a State, such parties shall be informed that it is the practice of the Navy Department to decline to furnish, at the request of the parties litigant, official records or copies thereof or other information to be used in the course of the proceedings, or to grant permission to such parties or their attorneys to make preliminary or informal examination of the records, but that the Navy Department will promptly furnish copies of official records in such cases upon call of the court before which the litigation is pending. This article does not apply to cases in which a subpoena duces tecum or other process is issued by a court of the United States requiring the production in any suit or proceeding therein pending, of files, records, reports, or other paper or documents pertaining to any claim for the benefits prescribed under the World War Veterans' Act, 1924; (Act of June 7, 1924, Ch. 320, 43 Stat. 607, as amended; 38 U.S.C. 421) and any such subpoena duces tecum or process shall be obeyed without prior authorization of the Secretary of the Navy in specific cases.

(b) In all cases where the production of official records in civil courts is authorized, the original records shall be retained in the custody of the person producing them, but copies of such records may be delivered for use as evidence.

9-23

CLAIMS AGAINST UNITED STATES--No person in the Naval Establishment other than in the discharge of his official duties shall disclose any information whatever, whether classified or unclassified, or whether obtained from official records or within the immediate knowledge of the relator, which might be of aid or assistance in the prosecution or support of any claim against the United States. (Act of March 4, 1909, Ch. 321, Sec. 109, 35 Stat. 1107, 18 U.S.C. 198.)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

9-24

COLLISION CASES--In those cases wherein a naval ship was involved in collision, an opportunity for survey of the naval ship shall not be permitted if such survey will involve possible disclosure of classified information. In such cases, the representatives of the other ship, craft, or structure shall be advised that for security reasons an opportunity for survey of the naval ship will not be afforded.

SECTION 4--PREVENTION OF UNAUTHORIZED DISCLOSURE TO FOREIGNERS

9-25

FOREIGN DISCLOSURE POLICY--(a) The current policy which governs disclosure to foreign governments is determined by the State-Army-Navy-Air Force Coordinating Committee (SANACC) and approved by the President. In accordance therewith, the Chief of Naval Operations (Chief of Naval Intelligence) controls disclosures of naval information to foreigners and foreign governments. Applicable requests for information shall be sent to the Chief of Naval Intelligence for processing with interested commands. The decision of the Chief of Naval Operations shall be made in conformity with established policy, as well as with any special circumstances which may be brought to his attention.

(b) No person in the Naval Establishment shall convey or disclose by oral or written communication any classified information concerning the Armed Forces or other government agencies to foreigners unless the disclosure of such information has been authorized by competent authority. This applies to classified information, the disclosure of which to foreigners has not been authorized by specific directives or established policy. Doubtful cases shall be submitted to the Chief of Naval Operations (Chief of Naval Intelligence).

(c) Classified matter originating from other activities of the government shall not be disclosed to foreigners, foreign governments, or their representatives except when so authorized by the originating activity, unless it has been prepared expressly for the Navy Department. Some activities add the word "Control" after the classification designation to indicate that the information so classified is for "U. S. Officials Only."

(d) United States citizens who represent a foreign government or foreign private interest shall be treated as foreigners for purposes of security control unless they are representing the United States Government in so serving a foreign power. Naval Missions shall be specifically directed with regard to disclosures to the foreign power to which accredited.

9-26

COMMUNICATION WITH FOREIGNERS--(a) Personnel of bureaus and offices of the Navy Department shall not deliberate or confer directly on classified or unclassified official matter with any foreigner unless so authorized by the Chief of Naval Operations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(b) Incoming and outgoing bureau and office communications with foreigners shall be forwarded through the Chief of Naval Operations (Chief of Naval Intelligence), except for those under the Chief of Pan American Affairs and Naval Missions.

(c) Foreigners shall not be allowed direct access to the offices of the Navy Department, except on the specific authority of the Chief of Naval Operations. Without such authority, they shall be requested to report directly to the Chief of Naval Intelligence (Chief of Liaison), who shall complete further arrangements, as appropriate. This will normally require individual office control through indoctrination.

(d) The provisions of this article apply in principle to shore establishments within the United States. Other commands ashore and afloat are expected to adapt these provisions to local conditions in conformity with the basic policy under which they are operating.

9-27

TRAINING FOREIGNERS--Each request for admission of a foreigner to a course of instruction or training shall be referred to the Chief of Naval Operations (Chief of Naval Intelligence). Each admission of a foreigner shall be decided on its merits and in conformance with governing policy, after the advice of the interested bureaus and offices concerned has been obtained. No precedent will be considered as established by the granting of a specific request. Many cases require congressional action.

9-28

EQUIPMENT FOR FOREIGNERS--Closely related to the release of classified information to foreign governments is the security control over the manufacture of equipment for foreign governments and private organizations by United States manufacturers. The manufacturer is required to obtain naval approval prior to manufacture for a foreign government of items in which the Naval Service has a security interest. The Chief of Naval Operations (Chief of Naval Intelligence) shall render the final decision in such cases.

9-29

INTERNATIONAL TRAFFIC IN ARMS--(a) The State Department administers the international traffic in arms and military material in accordance with the policies set forth within the scope of the publication entitled "Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War." In this connection, the State Department does not release

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

for foreign sale any item coming within the scope of these regulations until the Army, the Navy, and the Air Departments have stated that there is no objection to the release. The Chief of Naval Operations (Chief of Naval Intelligence) shall coordinate Navy security action in this regard.

(b) Release of information in connection with negotiations for foreign sale and foreign manufacture of items of Army, Navy, and Air Force material shall not be permitted unless there is joint agreement that military secrecy is not compromised thereby.

SECTION 5--DISCLOSURE TO FEDERAL ACTIVITIES AND PRIVATE CITIZENS

9-30

DISSEMINATION TO PRIVATE U. S. CITIZENS--When, by orders of competent authority, classified matter is divulged to persons outside the military services, such persons shall be informed in writing of the classification of the matter. Signed receipts shall be required from recipients. Such receipts shall state specific requirements with regard to handling, stowage, dissemination, and liability to prosecution in the event of unauthorized disclosure. Dates for return or destruction shall be assigned. A copy of each completed receipt form shall be provided for retention by the recipient. (Refer to article 9-25(d).)

9-31

FEDERAL AND PRIVATE DISCLOSURE--The following shall apply to all disclosures of classified military, technical, scientific, and industrial information to persons outside of the Armed Services:

(a) Requests for classified information shall be in written form. Such requests shall state the reason the information is desired and the intended use thereof.

(b) Disclosures in connection with production, procurement, research, development, and maintenance programs of the Armed Services may be made by the bureaus and offices of the Navy Department and their representatives without prior approval by the Chief of Naval Operations. Such disclosures, except those on a contract basis which involve information classified Confidential or higher, shall be reported monthly to the Chief of Naval Operations.

(c) Disclosures may be made to the United States Patent Office in connection with the prosecution of applications for letters patent on behalf of the Navy, without the prior approval of the Chief of Naval Operations. Such disclosures which involve information classified Confidential or higher shall be reported monthly to the Chief of Naval Operations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

(d) All disclosures outside of the Naval Service, other than those described in (a) and (b) shall require the prior approval of the Chief of Naval Operations and shall be made only in the national interest. The Chief of Naval Operations may delegate this authority to meet specific situations, if such action is in the best interests of the Naval Service.

(e) The Chief of Naval Operations will determine whether or not approved disclosures shall be disseminated directly by the Chief of Naval Operations, a responsible bureau or office, or by a third authority as he may designate.

(f) Release of information shall not hamper or jeopardize the prime objectives of the Armed Services.

(g) The information shall have Navy or Navy contractor origination. It shall be a matter of prime interest to the Naval Service.

(h) The requester, if not a government activity, shall provide adequate guarantees that the matter will be made available only to key personnel and will otherwise be properly safeguarded in accordance with naval security requirements.

(i) Release of information shall not prejudice the interest of the source. In no case shall technical, industrial, or trade information not wholly government controlled, through ownership or private release, be disclosed without the consent of the owner.

(j) Release shall not violate any commitment made in obtaining the information under consideration.

(k) Under no circumstances shall the information be released for public dissemination.

(l) The information transferred shall not be reproduced without the approval of the Chief of Naval Operations.

(m) Restrictions on the release of the information shall not have been imposed previously by a competent authority.

(n) When released, the recipient shall be specifically notified in writing of the pertinent provisions of the Espionage Act and other appropriate public laws.

(o) A record shall be maintained of all recipients. Such record shall be specific in showing the exact information delivered.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

9-32

REGISTERED PUBLICATIONS TO CIVILIANS--(a) When it becomes necessary to divulge the contents of a registered publication to a civilian contractor, scientist, or other private individual, the responsible bureau, office, or other activity of the Naval Service shall assume responsibility for providing the publication or for divulging pertinent parts thereof. If practicable, the required publication shall remain in the custody of an Inspector of Naval Material or other competent naval authority who has an interest in the specific project.

(b) If a registered publication must be issued direct to a civilian, the responsible bureau or office shall make the issue, if consistent with the provisions of article 9-31 and shall inform the civilian of the security requirements. Periodic accounting shall be required. The publication shall be carried on the records of the issuing bureau or office. It shall be included in the routine reports of registered publications submitted by the issuing bureau or office.

9-33

DOCUMENTS CONTAINING RESTRICTED DATA--Documents containing Restricted Data (Atomic Energy Act) when disseminated to persons outside the Armed Forces or Atomic Energy Commission shall be marked as follows:

> "This document contains Restricted Data within the meaning of the Atomic Energy Act of 1946. Its transmission or the revelation of its contents, in any manner not authorized by that Act, is prohibited by law."

9-34

ESPIONAGE ACT MARKING--Documents containing classified matter when disseminated to persons outside the Armed Forces or Atomic Energy Commission shall be marked as follows:

> "This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission or the revelation of its contents, in any manner to an unauthorized person, is prohibited by law."

SECTION 6--DISCLOSURE THROUGH CORRESPONDENCE AND REPORTS

9-35

DISCLOSURE THROUGH RECORDS--Classified information shall not be quoted in unclassified correspondence or reports, such as orders to officers, fitness

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

reports, service records of enlisted personnel, records of proceedings of courts of inquiry and investigations, citations, commendations, logs, or administrative correspondence or reports. In the case of classified messages, such practice endangers the security of our cryptographic systems.

9-36

PERSONNEL RECORDS--When it is necessary to convey information contained in classified messages or administrative correspondence, the procedure shall be as follows:

(a) In orders to officers, the original wording of classified messages shall be carefully paraphrased, and every effort shall be made to avoid verbatim quotation of any part of the basic communication. When necessary, the date of the classified message may be referenced (e. g., BuPers message orders, dated 1 January 1948), but in no case shall the complete date-time group number (e. g. 010241) be included as reference in the plain language orders. If the result contains classified information, the orders shall be classified accordingly.

(b) In view of the comparatively open use of officers' reports on fitness, reporting seniors shall be especially careful not to include any information which will be of possible value to any enemy. Entries, comments, or remarks which, if considered singly or as a group, will disclose information regarding composition, location, mission, condition of equipment, armament, and the like shall be scrupulously avoided. When necessary or desirable to include comments in which classified information is directly pertinent, such comments shall be forwarded by separate classified letter, and an appropriate note shall be made under Question 9 of NavPers 310A or under Question 11 of NavMC 652-PD, as the case may be. Reporting seniors and commanding officers of higher units through whom fitness reports pass shall be responsible for rigid compliance herewith. This principle also applies to service records of enlisted men.

9-37

COURTS OF INQUIRY AND INVESTIGATION--Instances have occurred wherein encrypted messages and their verbatim translations, as well as ship movements in times of war, troop movements, and other classified information, have been included in the records and proceedings of courts of inquiry and investigations. The following precautionary measures are directed to be followed relative to the introduction of classified matter into evidence before an investigative body of any kind:

(a) Omit from the record all information, supporting documents, and exhibits of any kind which are classified, unless their inclusion is essential to the case.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CONTROL OF DISSEMINATION

(b) When essential to the case, information derived from classified messages shall be paraphrased or indirectly quoted, without identifying the original message by date-time group. A record containing information so derived need not be classified for this inclusion alone.

(c) When classified matter is necessarily included in the record of proceedings of an investigative body, or correspondence relative thereto, the record shall be assigned the classification of the highest subject matter contained therein.

(d) Encrypted versions of messages shall not be included in or attached to records of proceedings in which the content, substance, or purport of such message is divulged.

9-38

MISCELLANEOUS RECORDS--(a) Classified information from messages and other matter shall not be quoted in connection with citations or commendations.

(b) Classified information shall not be entered in the ship's log. Sailing orders, summaries, and data of a historical interest, if classified, shall be omitted from the log, and entries which consist of identifying references shall be substituted therefor.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

CHAPTER 10

DISCLOSURE THROUGH PUBLIC RELATIONS

10-1

RESPONSIBILITY--(a) The Secretary of the Navy is responsible for the prompt dissemination to the public of naval information of genuine and legitimate public interest by providing the press, radio, and other means of public dissemination with appropriate naval information. The Secretary of the Navy accomplishes this through the Director of Public Relations, who is his direct subordinate in the chain of command.

(b) The Chief of Naval Operations (Chief of Naval Intelligence) shall inform the Secretary of the Navy (Director of Public Relations) with regard to current military security policy as related to public dissemination.

(c) Upon request or as otherwise may come to his attention, the Chief of Naval Intelligence shall inform the Director of Public Relations as to the classification of specific information under consideration for release to the public.

(d) The Chief of Naval Intelligence and the Director of Public Relations shall maintain the closest possible liaison in order that the obligation to disseminate information of proper and legitimate public interest can be accomplished with the minimum of delay and without security compromise.

10-2

LOCAL JURISDICTION--Since there is no censorship of the United States press or radio, it is especially necessary that the protection of classified naval information be a command responsibility. While over-all security control is a direct responsibility of the Chief of Naval Intelligence and the Director of Public Relations, all commands shall retain responsibility for related security within their respective jurisdiction. The doctrine of "security at the source" shall be emphasized and rigidly enforced.

10-3

RELEASE TO PUBLIC--(a) In the interest of national security, classified naval information shall not be released to the public. Classified matter of genuine public interest shall be referred to the originator or a responsible higher authority for review. If prudent to do so, such matter may be downgraded in whole or in part and the completely declassified portion made available to the public. (Refer to article 5-2(j).)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DISCLOSURE THROUGH PUBLIC RELATIONS

(b) In the event the originator or a responsible higher authority determines that classified information shall not be declassified, such information shall not be divulged to the public.

(c) Important doubtful release cases shall be submitted to the Secretary of the Navy (Director of Public Relations) via the chain of command. A decision will normally be made by the Secretary of the Navy, based upon the security policies which have been established by the Chief of Naval Operations.

(d) Normally, matter which is to be released to the public shall be disseminated through duly established Public Relations Officers.

(e) So called "off the record" interviews are unofficial in character and as a general rule are not sanctioned. The recipients of information imparted through "off the record" interviews are not bound by law to maintain its security. While it is necessary to recognize realistically the desirability, under conditions of expediency, to grant "off the record" interviews to certain key representatives of science, industry, and other important leaders, it is directed that all such interviews have the concurrent approval of the Director of Public Relations and the Chief of Naval Intelligence or such other officer as the Secretary of the Navy may designate from time to time. This special precaution is emphasized in the interest of protecting classified information from careless or inadvertent disclosure to unauthorized persons.

10-4

CHARACTER OF RELEASES--(a) Releases shall normally be of a character that will provide the American people with the information necessary for reaching intelligent decisions concerning the Navy and its mission. They may include releases that are broad in scope and show a relationship to national policy or they may disseminate non-classified technical or scientific information designed to stimulate research and aid American science and industry. Due consideration shall be given in preparation of releases to safeguard against impairment of measures for security as they relate to sabotage, subversion, and espionage.

(b) The work of foreign intelligence agents is greatly simplified by the easy collection of technical facts which appear in publications available to the general public. From an intelligence standpoint, the time and effort necessary to collect such information if not made available to the public would be very costly and would subject the personnel involved to being apprehended for violation of the Espionage Act. By compelling foreign agents to expend time and money in the collection of such information, their efforts on other projects are automatically curtailed. Therefore, classified technical information shall be scrupulously protected and shall not be released for publication under any circumstances.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DISCLOSURE THROUGH PUBLIC RELATIONS

10-5

INFORMATION OF JOINT INTEREST--Information concerning classified items of common use within the military services or of joint interest shall not be released unless so authorized by each of the military services.

10-6

CONTENT OF RELEASES--(a) The release or publication, authorized or unauthorized, of specific information on a subject to the press, radio, or other public dissemination activities does not in itself declassify all related information on the same subject.

(b) All naval information is classified according to content. Thus, operational, technical, and other details which have not been declassified by competent authority shall be safeguarded according to the assigned classification.

10-7

ADVISING CORRESPONDENTS--Immediately upon the arrival within a command of press correspondents and other representatives of public information activities, the commanding officer shall advise them concerning security limitations as affecting the release of information to the public. Their cooperation in the protection of classified information which they may inadvertently obtain shall be sought.

10-8

VOICE RADIO BROADCASTS--(a) Civilian radio correspondents may use a ship's radio transmitter at sea for voice broadcasts if so authorized by the Secretary of the Navy (Director of Public Relations). Use of shore based Navy transmitters is permitted under the same conditions if competition with commercial stations is not involved.

(b) The commanding officer shall be responsible for the content of a broadcast of a radio correspondent, if it has been agreed in writing that he will submit his copy to the commanding officer for review and that he will conform to the changes made by the commanding officer. The commanding officer shall inform the correspondent with regard to security regulations, including the Espionage Act.

10-9

RELEASES BASED ON ENCRYPTED MESSAGES--(a) Officers who are authorized to prepare information for release to the public shall constantly bear in mind that such matter may be of great value to a foreign power. This applies in particular to