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

12-B
Security Regulations

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

SECURITY
Regulations

for the

GOVERNMENT PRINTING OFFICE

OCTOBER 1943

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

SECURITY REGULATIONS
FOR THE
GOVERNMENT PRINTING OFFICE

1. SECURITY OFFICER.—The Deputy Public Printer is designated the Security Officer for the Government Printing Office.

2. ASSISTANT SECURITY OFFICER.—The Assistant Production Manager is designated Assistant Security Officer for the Government Printing Office.

3. SECURITY OFFICER REPRESENTATIVES.—(*a*) All line officials of the Office are designated Security Officer Representatives and will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

(*b*) In addition the Security Officer may designate in each production unit an Employee Security Officer Representative and an alternate who will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

4. DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER.—The Security Officer will be responsible for enforcing all

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

security measures for the Government and for the physical safety of all classified information in the custody of the Office. He shall formulate such policies and issue such directives as may be necessary to safeguard all information of classified nature. He shall delegate such authority and responsibility to Security Officer Representatives as may be necessary.

5. DUTIES OF ASSISTANT SECURITY OFFICER.—The Assistant Security Officer will perform such duties as may be assigned to him by the Security Officer and in the absence of the Security Officer will act as Security Officer.

6. SECURITY OFFICER REPRESENTATIVES.—Officials serving as Security Officer Representatives will be responsible for taking adequate measures to safeguard all classified information processed under their supervision. They shall assign designated Employee Security Officer Representatives whose sole duty it shall be to police the handling of all classified work to insure that no security measures are disregarded.

7. REPORTS.—Reports of all incidents pertinent to the security of classified information will be made through channels to the Security Officer.

8. CORRECTIVE ACTION.—Where corrective action is deemed necessary be-

cause of disregard of security regulations, the regular disciplinary procedure of the Office will be followed. Violators of any of these regulations will be prosecuted under the Espionage Act or such other statute as circumstances may warrant.

9. DISSEMINATION OF CLASSIFIED MATERIAL.—No employee shall communicate to any unauthorized person the substance of any classified information handled in the Office. Nor shall any employee procure any proofs, copies, or extracts of any classified material. Violation of this regulation is punishable under the Espionage Act by imprisonment for not more than 10 years and a fine of not more than $10,000.

10. CLASSIFIED MATERIAL.—As used herein, classified material is any information of a secret, confidential, or restricted nature.

11. SECRET INFORMATION.—Information the disclosure of which might endanger national security or cause serious injury to the Nation or any governmental activity thereof.

12. CONFIDENTIAL INFORMATION.—Information, the disclosure of which, although not endangering the national security, would impair the effectiveness of governmental activity in the prosecution of the war.

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

13. RESTRICTED INFORMATION.—Information the disclosure of which should be limited for reasons of administrative privacy. Also information not classified as confidential because the benefits to be gained by a lower classification, such as permitting wider dissemination where necessary to effect the expeditious accomplishment of a particular project, outweigh the value of the additional security obtainable from a higher classification.

14. HANDLING SECRET INFORMATION.—(*a*) All copy will be delivered to the Office of the Production Manager. When proof is ready the Production Manager will notify the representative of the ordering agency. The Production Manager will require a receipt if the department representative takes the proofs from the Office.

(*b*) The Director of Planning Service will direct and personally supervise the preparation of the jacket.

(*c*) No copies will be made for any purpose.

(*d*) The Government Printing Office will be designated as the "Department ordering" on all secret jackets.

(*e*) Instead of the usual title, all secret jackets will be called "G. P. O. Publication" followed by two or more ciphers and a suitable number. For example, "G. P. O. Publication 0003."

(*f*) If composition is necessary, the Director of Planning Service will deliver the jacket and copy personally to the Superintendent of Composition. If no composition is necessary, the Director of Planning Service will deliver the jacket to the appropriate superintendent.

(*g*) The Superintendent of Composition will deliver copy personally to a foreman, who will supervise the handling at all times, and who will be responsible for keeping all copy, proofs, and type locked in the vaults when no work is being performed.

(*h*) When practicable, a section or unit will be set aside for handling secret work to facilitate supervision.

(*i*) In addition to the foreman and assistant foreman, an Employee Security Officer Representative will be on duty full time while secret work is being performed and will have the sole duty of watching all operations, collecting all spoilage, and preventing communication with other persons by employees handling the secret work.

(*j*) As work is completed in each division, the superintendent will personally pass the job on to the next superintendent and the foregoing provision will govern procedure when applicable.

(*k*) When work is delivered from the Presswork Division to the Binding Division, the responsible foreman from the Presswork

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

Division and the receiving foreman in the Binding Division will supervise and report a sheet count.

(*l*) All proofs, tympan sheets, spoilage, or overage in each division will be stored in locked vaults until ready for burning. The superintendent will designate a foreman or assistant foreman, and an Employee Security Officer Representative to accompany the material to be destroyed to the crematory to witness the destruction. The foreman and the Employee Security Officer Representative will sign a report of destruction in duplicate. One copy will be filed in the superintendent's office, and the other copy will be forwarded to the Production Manager.

(*m*) When a secret job is completed the Superintendent of Binding will send one copy to the Computing Section by a foreman or assistant foreman. The Chief of the Computing Section will deliver the copy to the computer designated as Security Officer Representative or his alternate, who will make such examination of the copy as may be necessary to determine the proper charges to be made. The foreman or assistant foreman of the Bindery will remain with the computer until the copy is returned to him and will certify to the disposition of the copy—whether it is destroyed or included in the delivery.

(*n*) When a secret job is ready for delivery, the responsible foreman in the Bindery will direct the wrapping and sealing of the job into suitable bundles, and will notify the Chief of Delivery. In the presence of both of these officials the bundles will be counted and placed in a closed truck. The Chief of Delivery or the Assistant Chief of Delivery will accompany each delivery of secret work. If no closed truck is available, a Security Officer Representative will ride with the secret material and insure that no packages leave the truck.

(*o*) No depository copies will be printed or distributed on secret work.

(*p*) A list of secret jobs in each section will be forwarded to the Production Manager daily.

15. HANDLING CONFIDENTIAL WORK.—Insofar as possible, confidential work will be handled with the same degree of security as secret work. The following procedures will always be followed:

(*a*) Precautions will be taken to insure that confidential material will not fall into unauthorized hands at any time.

(*b*) Employee Security Officer Representatives will be on duty when any job is being processed in their unit or section. This will provide 24-hour protection in most sections of the Office.

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

(*c*) Insofar as possible, all material pertaining to confidential jobs will be stored in locked compartments when work is not in progress.

(*d*) When confidential work is delivered, an Employee Security Officer Representative will accompany the delivery.

16. HANDLING RESTRICTED WORK.—Insofar as possible, restricted work will be handled with the same degree of security as confidential work.

17. COST COLLECTION.—The following operation and class numbers have been added to the Schedule of Operations and Classes of Work:

Oper. No.	Operation	Class No.	Class	Jacket No.	Production
800	Security Representative	10	Guarding work classified as secret, confidential, or restricted.	Yes	No.

This operation and class number is to be used only when authorized by the Chief of section and only by designated Employee Security Officer Representatives or alternates.

91800

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

SECURITY *Regulations*

for the

GOVERNMENT
PRINTING OFFICE

OCTOBER 1943

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

SECURITY REGULATIONS
FOR THE
GOVERNMENT PRINTING OFFICE

1. SECURITY OFFICER.—The Deputy Public Printer is designated the Security Officer for the Government Printing Office.

2. ASSISTANT SECURITY OFFICER.—The Assistant Production Manager is designated Assistant Security Officer for the Government Printing Office.

3. SECURITY OFFICER REPRESENTATIVES.—(*a*) All line officials of the Office are designated Security Officer Representatives and will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

(*b*) In addition the Security Officer may designate in each production unit an Employee Security Officer Representative and an alternate who will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

4. DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER.—The Security Officer will be responsible for enforcing all

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

security measures for the Government and for the physical safety of all classified information in the custody of the Office. He shall formulate such policies and issue such directives as may be necessary to safeguard all information of classified nature. He shall delegate such authority and responsibility to Security Officer Representatives as may be necessary.

5. DUTIES OF ASSISTANT SECURITY OFFICER.—The Assistant Security Officer will perform such duties as may be assigned to him by the Security Officer and in the absence of the Security Officer will act as Security Officer.

6. SECURITY OFFICER REPRESENTATIVES.—Officials serving as Security Officer Representatives will be responsible for taking adequate measures to safeguard all classified information processed under their supervision. They shall assign designated Employee Security Officer Representatives whose sole duty it shall be to police the handling of all classified work to insure that no security measures are disregarded.

7. REPORTS.—Reports of all incidents pertinent to the security of classified information will be made through channels to the Security Officer.

8. CORRECTIVE ACTION.—Where corrective action is deemed necessary be-

cause of disregard of security regulations, the regular disciplinary procedure of the Office will be followed. Violators of any of these regulations will be prosecuted under the Espionage Act or such other statute as circumstances may warrant.

9. DISSEMINATION OF CLASSIFIED MATERIAL.—No employee shall communicate to any unauthorized person the substance of any classified information handled in the Office. Nor shall any employee procure any proofs, copies, or extracts of any classified material. Violation of this regulation is punishable under the Espionage Act by imprisonment for not more than 10 years and a fine of not more than $10,000.

10. CLASSIFIED MATERIAL.—As used herein, classified material is any information of a secret, confidential, or restricted nature.

11. SECRET INFORMATION.—Information the disclosure of which might endanger national security or cause serious injury to the Nation or any governmental activity thereof.

12. CONFIDENTIAL INFORMATION.—Information, the disclosure of which, although not endangering the national security, would impair the effectiveness of governmental activity in the prosecution of the war.

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

13. RESTRICTED INFORMATION.—Information the disclosure of which should be limited for reasons of administrative privacy. Also information not classified as confidential because the benefits to be gained by a lower classification, such as permitting wider dissemination where necessary to effect the expeditious accomplishment of a particular project, outweigh the value of the additional security obtainable from a higher classification.

14. HANDLING SECRET INFORMATION.—(*a*) All copy will be delivered to the Office of the Production Manager. When proof is ready the Production Manager will notify the representative of the ordering agency. The Production Manager will require a receipt if the department representative takes the proofs from the Office.

(*b*) The Director of Planning Service will direct and personally supervise the preparation of the jacket.

(*c*) No copies will be made for any purpose.

(*d*) The Government Printing Office will be designated as the "Department ordering" on all secret jackets.

(*e*) Instead of the usual title, all secret jackets will be called "G. P. O. Publication" followed by two or more ciphers and a suitable number. For example, "G. P. O. Publication 0003."

(*f*) If composition is necessary, the Director of Planning Service will deliver the jacket and copy personally to the Superintendent of Composition. If no composition is necessary, the Director of Planning Service will deliver the jacket to the appropriate superintendent.

(*g*) The Superintendent of Composition will deliver copy personally to a foreman, who will supervise the handling at all times, and who will be responsible for keeping all copy, proofs, and type locked in the vaults when no work is being performed.

(*h*) When practicable, a section or unit will be set aside for handling secret work to facilitate supervision.

(*i*) In addition to the foreman and assistant foreman, an Employee Security Officer Representative will be on duty full time while secret work is being performed and will have the sole duty of watching all operations, collecting all spoilage, and preventing communication with other persons by employees handling the secret work.

(*j*) As work is completed in each division, the superintendent will personally pass the job on to the next superintendent and the foregoing provision will govern procedure when applicable.

(*k*) When work is delivered from the Presswork Division to the Binding Division, the responsible foreman from the Presswork

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

Division and the receiving foreman in the Binding Division will supervise and report a sheet count.

(*l*) All proofs, tympan sheets, spoilage, or overage in each division will be stored in locked vaults until ready for burning. The superintendent will designate a foreman or assistant foreman, and an Employee Security Officer Representative to accompany the material to be destroyed to the crematory to witness the destruction. The foreman and the Employee Security Officer Representative will sign a report of destruction in duplicate. One copy will be filed in the superintendent's office, and the other copy will be forwarded to the Production Manager.

(*m*) When a secret job is completed the Superintendent of Binding will send one copy to the Computing Section by a foreman or assistant foreman. The Chief of the Computing Section will deliver the copy to the computer designated as Security Officer Representative or his alternate, who will make such examination of the copy as may be necessary to determine the proper charges to be made. The foreman or assistant foreman of the Bindery will remain with the computer until the copy is returned to him and will certify to the disposition of the copy—whether it is destroyed or included in the delivery.

(*n*) When a secret job is ready for delivery, the responsible foreman in the Bindery will direct the wrapping and sealing of the job into suitable bundles, and will notify the Chief of Delivery. In the presence of both of these officials the bundles will be counted and placed in a closed truck. The Chief of Delivery or the Assistant Chief of Delivery will accompany each delivery of secret work. If no closed truck is available, a Security Officer Representative will ride with the secret material and insure that no packages leave the truck.

(*o*) No depository copies will be printed or distributed on secret work.

(*p*) A list of secret jobs in each section will be forwarded to the Production Manager daily.

15. HANDLING CONFIDENTIAL WORK.—Insofar as possible, confidential work will be handled with the same degree of security as secret work. The following procedures will always be followed:

(*a*) Precautions will be taken to insure that confidential material will not fall into unauthorized hands at any time.

(*b*) Employee Security Officer Representatives will be on duty when any job is being processed in their unit or section. This will provide 24-hour protection in most sections of the Office.

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

(*c*) Insofar as possible, all material pertaining to confidential jobs will be stored in locked compartments when work is not in progress.

(*d*) When confidential work is delivered, an Employee Security Officer Representative will accompany the delivery.

16. HANDLING RESTRICTED WORK.—Insofar as possible, restricted work will be handled with the same degree of security as confidential work.

17. COST COLLECTION.—The following operation and class numbers have been added to the Schedule of Operations and Classes of Work:

Oper. No.	Operation	Class No.	Class	Jacket No.	Production
800	Security Representative	10	Guarding work classified as secret, confidential, or restricted.	Yes	No.

This operation and class number is to be used only when authorized by the Chief of section and only by designated Employee Security Officer Representatives or alternates.

91300

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

SECURITY
Regulations

for the

GOVERNMENT
PRINTING OFFICE

(CSAB)

OCTOBER 1943

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

SECURITY REGULATIONS

FOR THE

GOVERNMENT PRINTING OFFICE

1. SECURITY OFFICER.—The Deputy Public Printer is designated the Security Officer for the Government Printing Office.

2. ASSISTANT SECURITY OFFICER.—The Assistant Production Manager is designated Assistant Security Officer for the Government Printing Office.

3. SECURITY OFFICER REPRESENTATIVES.—(*a*) All line officials of the Office are designated Security Officer Representatives and will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

(*b*) In addition the Security Officer may designate in each production unit an Employee Security Officer Representative and an alternate who will discharge such duties and responsibilities as may be assigned by these regulations, by directives of the Security Officer, or by line superiors.

4. DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER.—The Security Officer will be responsible for enforcing all

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

security measures for the Government and for the physical safety of all classified information in the custody of the Office. He shall formulate such policies and issue such directives as may be necessary to safeguard all information of classified nature. He shall delegate such authority and responsibility to Security Officer Representatives as may be necessary.

5. DUTIES OF ASSISTANT SECURITY OFFICER.—The Assistant Security Officer will perform such duties as may be assigned to him by the Security Officer and in the absence of the Security Officer will act as Security Officer.

6. SECURITY OFFICER REPRESENTATIVES.—Officials serving as Security Officer Representatives will be responsible for taking adequate measures to safeguard all classified information processed under their supervision. They shall assign designated Employee Security Officer Representatives whose sole duty it shall be to police the handling of all classified work to insure that no security measures are disregarded.

7. REPORTS.—Reports of all incidents pertinent to the security of classified information will be made through channels to the Security Officer.

8. CORRECTIVE ACTION.—Where corrective action is deemed necessary be-

cause of disregard of security regulations, the regular disciplinary procedure of the Office will be followed. Violators of any of these regulations will be prosecuted under the Espionage Act or such other statute as circumstances may warrant.

9. DISSEMINATION OF CLASSIFIED MATERIAL.—No employee shall communicate to any unauthorized person the substance of any classified information handled in the Office. Nor shall any employee procure any proofs, copies, or extracts of any classified material. Violation of this regulation is punishable under the Espionage Act by imprisonment for not more than 10 years and a fine of not more than $10,000.

10. CLASSIFIED MATERIAL.—As used herein, classified material is any information of a secret, confidential, or restricted nature.

11. SECRET INFORMATION.—Information the disclosure of which might endanger national security or cause serious injury to the Nation or any governmental activity thereof.

12. CONFIDENTIAL INFORMATION.—Information, the disclosure of which, although not endangering the national security, would impair the effectiveness of governmental activity in the prosecution of the war.

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

[redacted]—

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

(*f*) If composition is necessary, the Director of Planning Service will deliver the jacket and copy personally to the Superintendent of Composition. If no composition is necessary, the Director of Planning Service will deliver the jacket to the appropriate superintendent.

(*g*) The Superintendent of Composition will deliver copy personally to a foreman, who will supervise the handling at all times, and who will be responsible for keeping all copy, proofs, and type locked in the vault when no work is being performed.

(*h*) When practicable, a section or unit will be set aside for handling secret work to facilitate supervision.

(*i*) In addition to the foreman and assistant foreman, an Employee Security Officer Representative will be on duty full time while secret work is being performed and will have the sole duty of watching all operations, collecting all spoilage, and preventing communication with other persons by employees handling the secret work.

(*j*) As work is completed in each division, the superintendent will personally pass the job on to the next superintendent and the foregoing provision will govern procedure when applicable.

(*k*) When work is delivered from the Presswork Division to the Binding Division, the responsible foreman from the Presswork

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

Division and the receiving foreman in the Binding Division will supervise and report a sheet count.

(*l*) All proofs, tympan sheets, spoilage, or overage in each division will be stored in locked vaults until ready for burning. The superintendent will designate a foreman or assistant foreman, and an Employee Security Officer Representative to accompany the material to be destroyed to the crematory to witness the destruction. The foreman and the Employee Security Officer Representative will sign a report of destruction in duplicate. One copy will be filed in the superintendent's office, and the other copy will be forwarded to the Production Manager.

(*m*) When a secret job is completed the Superintendent of Binding will send one copy to the Computing Section by a foreman or assistant foreman. The Chief of the Computing Section will deliver the copy to the computer designated as Security Officer Representative or his alternate, who will make such examination of the copy as may be necessary to determine the proper charges to be made. The foreman or assistant foreman of the Bindery will remain with the computer until the copy is returned to him and will certify to the disposition of the copy—whether it is destroyed or included in the delivery.

(*n*) When a secret job is ready for delivery, the responsible foreman in the Bindery will direct the wrapping and sealing of the job into suitable bundles, and will notify the Chief of Delivery. In the presence of both of these officials the bundles will be counted and placed in a closed truck. The Chief of Delivery or the Assistant Chief of Delivery will accompany each delivery of secret work. If no closed truck is available, a Security Officer Representative will ride with the secret material and insure that no packages leave the truck.

(*o*) No depository copies will be printed or distributed on secret work.

(*p*) A list of secret jobs in each section will be forwarded to the Production Manager daily.

15. HANDLING CONFIDENTIAL WORK.—Insofar as possible, confidential work will be handled with the same degree of security as secret work. The following procedures will always be followed:

(*a*) Precautions will be taken to insure that confidential material will not fall into unauthorized hands at any time.

(*b*) Employee Security Officer Representatives will be on duty when any job is being processed in their unit or section. This will provide 24-hour protection in most sections of the Office.

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

(*c*) Insofar as possible, all material pertaining to confidential jobs will be stored in locked compartments when work is not in progress.

(*d*) When confidential work is delivered, an Employee Security Officer Representative will accompany the delivery.

16. HANDLING RESTRICTED WORK.—Insofar as possible, restricted work will be handled with the same degree of security as confidential work.

17. COST COLLECTION.—The following operation and class numbers have been added to the Schedule of Operations and Classes of Work:

Oper. No.	Operation	Class No.	Class	Jacket No.	Production
800	Security Representative	10	Guarding work classified as secret, confidential, or restricted.	Yes	No.

This operation and class number is to be used only when authorized by the Chief of section and only by designated Employee Security Officer Representatives or alternates.

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

ARMY-NAVY-AIR FORCE
XXXXXXX

March 14, 1949

Dear Mr. Toombs:

Reference is made to your letter of March 2, 1949, with enclosed draft of two Administrative Memoranda prescribing security procedures for the Civil Aeronautics Board.

These drafts, with the changes which we discussed on the telephone today, appear to be consistent with the basic security principles the Board recommends for adoption by executive agencies.

Sincerely yours,

M. A. Fagan
Secretary

Mr. Fred A. Toombs,
Assistant Secretary,
Civil Aeronautics Board,
Washington 25, D. C.

A true copy of the signed original

CON:MAFagan:rh 3-14-49

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

ARMY-NAVY-AIR FORCE
~~XXXXXXX~~

March 14, 1949

Dear Mr. Toombs:

Reference is made to your letter of March 2, 1949, with enclosed draft of two Administrative Memoranda prescribing security procedures for the Civil Aeronautics Board.

These drafts, with the changes which we discussed on the telephone today, appear to be consistent with the basic security principles the Board recommends for adoption by executive agencies.

Sincerely yours,

M. A. Fagan
Secretary

Mr. Fred A. Toombs,
Assistant Secretary,
Civil Aeronautics Board,
Washington 25, D. C.

CON:MAFagan:rh 3-14-49

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

CIVIL AERONAUTICS BOARD
WASHINGTON 25

164-3015

March 2, 1949

Miss Margaret Fagan, Secretary
SANAF Coordinating Committee
Security Advisory Board
Washington 25, D. C.

Dear Miss Fagan:

In accordance with our telephone conversation of a few weeks ago, I am attaching copies of two proposed Administrative Memoranda dealing with the handling of classified material and will appreciate it if you will look these over and give us any comment or suggestions you may have to offer as to wherein these proposed instructions might be improved.

Sincerely yours,

F. A. Toombs

Fred A. Toombs
Assistant Secretary

Enclosures

OFFICE OF CONTROLS
MAR 4 - 1949
DEPARTMENT OF STATE

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

DRAFT

Administrative Memorandum No. | Subject File No.
Page 1 of | Date | Effective Date

SUBJECT: Members of the Staff Designated to Initially Receive and Handle Information Classified as "Secret".

Section 1. Purpose
Section 2. Authority to Designate
Section 3. Method of Designation
Section 4. Designation by Security Officer
Section 5. Revision of these Designations

Section 1. Purpose

.01 The purpose of this order is to designate members of the staff of the Civil Aeronautics Board to initially receive and handle information classified as "secret".

.02 In making these designations care has been exercised to limit the list insofar as practical to only those individuals whose non-designation to initially receive such information would retard the orderly flow of work within the Civil Aeronautics Board or in the Board's official contacts with other agencies.

Section 2. Authority to Designate

.01 The Board's Minute of April 26, 1948, authorized the Security Officer to designate such other members of the staff as expeditious transaction of business may require, to initially receive and be responsible for handling material classified as "secret".

Section 3. Method of Designation

.01 Members of the staff designated herein are designated by title of the position they occupy rather than by names of the individuals.

.02 The reason for employing this method is to eliminate the necessity of revising this Administrative Memorandum each time there is a change in personnel occupying positions responsible for handling "secret" information. The necessary security clearance of individuals will be made in connection with their appointment to positions designated to initially receive and handle classified information.

Section 4. Designation by Security Officer

.01 The individuals holding the following positions in the Civil Aeronautics Board are hereby designated to initially receive and handle information classified as "secret" and to classify material originating within their jurisdiction in accordance with Section 5 of Administrative Memorandum No. ____:

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

The 5 Members of the Civil Aeronautics Board
The Security Officer and Asst. Security Officer
The Executive Assistant to the Chairman
The Heads of all Bureaus
The Asst. Heads of all Bureaus
The Chief of the Office of Enforcement
The Director, Alaska Office
The Chief, International & Rules Division, Bureau of Law
The Chief, Foreign Air Transport Division, Bureau of Economic Regulation
The Liaison Representative, Bureau of Economic Regulation
The Chief, Docket Section, Bureau of Hearing Examiners
The Chief, International Standards Division, Bureau of Safety Regulation.

Section 5. Revision of these Designations

.01 These designations will be reviewed at least once each fiscal year with the view of decreasing the number of positions designated so as to reduce the expense for special equipment and time consumed in audits of care used in affording protection to classified information.

Security Officer

FAI-ed
2-7-49

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

DRAFT

Administrative Memorandum No. | Subject File No.

Date | Effective Date

Page 1 of

Subject: Regulations Governing the Handling of Classified Information in the Civil Aeronautics Board

Section 1. Purpose
Section 2. Legal Basis
Section 3. Definitions for Purposes of this Order
Section 4. Policy on Classification and Declassification of Material
Section 5. Authority for Classifying, Regrading and Declassifying Information
Section 6. Procedures for Classifying, Regrading and Declassifying
Section 7. Dissemination of Classified Material
Section 8. Transmittal of Classified Information
Section 9. Physical Security
Section 10. Destruction of Classified Material
Section 11. Exemptions from the Provisions of this Order
Section 12. Designation of Security Officers

Section 1. Purpose:

.01 The purpose of this order is to prescribe regulations governing the handling of classified information in the Civil Aeronautics Board.

Section 2. Legal Basis:

.01 Executive Order 9835 of March 21, 1947 provides:

The Security Advisory Board of the State-War-Navy Coordinating Committee shall draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed, and upon approval by the President such rules shall constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch.

.02 The Security Advisory Board (now the Security Advisory Board of the State-Army-Navy-Air Force Coordinating Committee) has advised the Civil Aeronautics Board that the Federal Government is at present operating

3/14/49 Talked to Somers on telephone and suggested he add section 2. be omitted since no regulations have yet been issued under E.O. 9835. He agreed. M.T.

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

under the security regulations contained in release SAB-1 of May 28, 1946 (as modified by subsequent notices) and the classification, declassification and down-grading procedures set forth in SAB-7 of February 10, 1947.

.03 Pertinent provisions of the security regulations and procedures, as adopted for use in the Civil Aeronautics Board, are set forth in this order which is intended as a general guide for use of officers and employees of the Board in handling classified information. Specific and complex problems not fully covered by the provisions of this order should be referred to the Security Officer.

Section 3. Definitions for Purposes of this Order:

.01 Classified information - The term "classified information" as used herein means official 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.

.02 Top secret - The term "top Secret" as used herein means information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

.03 Secret - The term "secret" as used herein means information, the unauthorized disclosure of which would endanger national security, or would cause serious injury to the interests or prestige of the nation, or would be of great advantage to a foreign nation.

.04 Confidential - The term "confidential" as used herein means information, the unauthorized disclosure of which, although 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 would be of advantage to a foreign nation.

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

.05 Restricted - The term "restricted" as used herein means information which requires security protection, other than that information which has been determined to be top secret, secret, or confidential. Such information is to be protected to the extent that it will not be published or communicated to anyone except for official purposes.

.06 Declassify - The term "declassify" means to remove from classification.

.07 Regrade - The term "regrade" means to change the grading of classified document, either upward or downward.

.08 Record material - The term "record material" as used in this order means records as defined in the act of July 7, 1943 (57 Stat. 380; 44 USC 366).

Section 4. Policy on Classification and Declassification of Material:

.01 The Civil Aeronautics Board is responsible for the security protection of all documents originating or received in the Board containing classified information as defined in Section 3 of this order. The Board must therefore be vigilant in the examination of information to determine the need for protection, and, if protection is required, in the classification of material to afford the degree of protection necessary.

.02 It must be recognized, however, that the classification of any document creates a responsibility and an additional expense to the Board which should be avoided in all instances unless positively necessary. The importance of a knowledge of the security regulations and the use of mature judgment on the part of classifying officials cannot be stressed too highly. Material requiring protection should in each instance be assigned the lowest classification consistent with the proper safeguarding of the information concerned, and downgrading or declassification should be effected as soon

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

as there is less need for protection or the need for protection has ceased to exist. Documents should not be classified for the purpose of overemphasizing their importance or for any personal reasons whatsoever. Overclassification must be avoided as it tends to depreciate the importance of properly classified information.

.03 The word "confidential" has a particular meaning under the security system, hence its use on documents in lieu of the word "Personal" or other notation to connote the personal wishes of the originator must always be avoided. When appearing on outer envelopes received through the mail, the word "confidential" does not, of itself, entitle the enclosed document to security protection.

Section 5. Authority for Classifying, Regrading and Declassifying Information:

.01 The head of each Bureau may designate the employees of his Bureau authorized to classify information as confidential and restricted and will furnish the Security Officer with a list of employees so designated and notify the Security Officer promptly of any additions to or deletions from such list.

.02 The head of each Bureau, the Security Officer or Assistant Security Officer, the Executive Assistant to the Chairman, and the Members of the Board are authorized to classify information as top secret and secret. This authority must not be delegated to subordinates.

.03 The officer making an original classification, his successor, a superior, or a bureau head may change or cancel classification of documents originating in the Civil Aeronautics Board. The Board Security Officer will exercise final authority on classification, regrading or de-

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

classification of such documents when necessary. (This rule for the regrading or declassifying of documents originating in the Board does not apply to messages sent through the cryptographic system of another agency, since code protection is involved as well as protection of the information. Although the message document itself may not be regraded or declassified because such action would endanger the code, the information itself contained therein may be regraded or declassified so long as no reference is made to any serial number, date, or other item identifying it with the original message, and the contents paraphrased.)

.04 Classified material originating outside the Civil Aeronautics Boardmay be regraded or declassified only by agreement with the authority responsible for the original classification. In any instance, however, that an officer of the Board considers that unclassified material originating outside the Board should be classified, or that classified material should be upgraded, such material may be given the degree of security protection required until agreement can be reached with the originating agency. Negotiations concerning such agreements should be conducted by, or with the knowledge of, the Security Officer.

Section 6. Procedures for Classifying, Regrading and Declassifying:

.01 The classification assigned to bound documents, the pages of which are permanently and securely fastened together, will be conspicuously marked or stamped on the outside front cover, on the title page, on the first page, on the back page and on the outside of the back cover. On unbound documents, the classification will be conspicuously marked or stamped at the top and bottom of each page, in such manner that the classification will be visible when the pages are stapled together.

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

Charts, maps, drawings, and photographic negatives will carry the classification under the legend, title block or scale in such manner that it will be reproduced on all copies made therefrom. The record copy of all top secret and secret documents will also bear an appropriate indication of the authority for classification, the identity of the classifying officer and the date of classification.

.02 Loose files containing classified documents will be classified with the highest classification assigned to any classified document contained therein.

.03 Each document will be classified according to its own content and not necessarily according to its relationship to other classified documents; however, documents referring to classified documents or containing extracts therefrom shall be carefully examined to determine the extent to which they may reveal or identify classified information and themselves be classified accordingly. This rule does not apply, however, to documents containing references to messages transmitted through the code system of other agencies, as such documents should bear at least the classification of the message to which reference is made.

.04 When classified material is furnished authorized persons other than those in the Federal service, the following notation, in addition to the assigned classification marking, will be placed on the material, on its container, or on the written notification of its assigned rating:

"This material 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, or information of vital interest to the Federal Government and is transmitted for official use only."

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

.05 When classified material is regraded or declassified by proper authority, the following notation should be written or stamped at the top of the first page: "Classification (cancelled or changed to)_____ by authority of (official authorized to change), (date), by (name and position of person making the change)." All previous classification markings should then be lined through and, in case of regradings, the new classification should be entered.

.06 It is the responsibility and obligation of all officers authorized to regrade or declassify material to keep classified material constantly under review and to downgrade or declassify as soon as conditions permit. The Security Officer has primary responsibility for the currency of the downgrading and declassifying program in the Board while this responsibility devolves on each head of Bureau with respect to his own Bureau.

.07 The office which originally regrades or declassifies an item will be responsible for notifying all holders or recipients of copies thereof. If the document is not widely held, direct notification may be made. If widely held in Government agencies, a request may be forwarded through the Security Officer to the Security Advisory Board for announcement of the action taken to the Security Officers of all agencies concerned.

.08 Classifying officers should provide for automatic downgrading or declassification of material whenever possible. This may be accomplished by placing a notation on the material that after a specified event or date the classification will be reduced or cancelled. Classified

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

letters of transmittal, which do not themselves reveal classified information, should always bear a notation that they become declassified automatically when the enclosures are removed.

Section 7. Dissemination of Classified Material:

.01 No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Such information will be entrusted only to those individuals whose official duties require such knowledge or possession.

.02 Each head of a bureau will maintain lists of the persons in his bureau authorized to receive top secret, secret, and confidential information, and will also maintain lists of persons outside the Federal Government authorized to receive such material from the primary unit. Such lists will be held available for inspection by the Security Officer at all times.

.03 The dissemination of top secret and secret material will be held to the absolute minimum. Only that portion of such material necessary to the proper planning or appropriate action of any organization unit or individual will be released to such unit or individual. The dissemination of confidential material will be restricted to personnel whose assigned duties require knowledge of such information. Restricted information will be disseminated only for official purposes. Classified information originating outside the Civil Aeronautics Board will not be released outside the Board without the consent of the originating agency.

.04 Classified information will not be released outside the Executive branch of the Government except with the written authorization of the Chairman, or the Security Officer or by employees authorized in writing

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

by such officers to release classified information. All classified information accumulated or developed in the pursuit of official business is the property of the Federal Government and cannot, under any circumstances, be considered the personal property of any individual.

.05 Care must be exercised at all times to avoid careless handling of classified information and to refrain from discussing such information with or in the presence of unauthorized personnel. Classified information must not be discussed in unofficial correspondence. Top secret, secret, and confidential matters must not be discussed over the telephone, nor sent by telegraph unless in code.

.06 Any employee of the Board who may acquire knowledge of any loss or compromise of classified information will promptly report the matter to the Security Officer.

Section 8. Transmittal of Classified Information:

.01 When transmitted outside the Civil Aeronautics Board, top secret, secret, and confidential material will be enclosed in opaque inner and outer covers. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification, while the outer cover will be sealed and addressed with no indication of the assigned classification. On top secret and secret material, there will be attached to the inner cover or to the document itself a receipt to be signed by the addressee and returned to the sender. Such receipt may also be used in connection with the transmittal of confidential material when the sender deems it necessary. Receipts should not be classified. Restricted material may be enclosed in one cover only.

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

.02 Except where classified material is delivered by hand from one authorized user to another, regulations governing the transmittal of material outside the Board will apply to transmittal inside the Board.

.03 Transmittal of top secret, secret and confidential material will be effected by direct contact whenever practicable, or by persons specifically designated by the Security Officer for that purpose. Top secret material will not be transmitted by mail. Secret and confidential material may be transmitted by registered United States mail within the continental United States or by registered Army or Navy postal service outside the continental United States.

.04 Each head of a bureau will maintain or arrange for the maintenance of records of top secret and secret material received or disseminated by his unit.

Section 9. Physical Security:

.01 Classified material not in actual use by or under direct observation of an authorized person will be safeguarded to the extent indicated by the classification. Each person to whom classified material is assigned for use will be fully responsible for safeguarding the material while it is assigned to him.

.02 Top secret material will be stored in locked metal three-way combination safes or file cabinets, or in other facilities of comparable security specifically approved by the Security Officer. Secret and confidential material will be kept in metal file cabinets with combination locks or steel lock-bar and padlock equipped cabinets, if available. If not, Security Officers may, at their discretion, approve the use

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

of locked metal cabinets of fireproof construction with supplementary provision made for locating such cabinets in locked rooms. Restricted material should be filed from view when not in use.

.03 Primary units which do not have sufficient equipment for storage of classified information as prescribed in Section 9.02 above will use available equipment to safeguard classified material to the greatest extent possible until necessary equipment can be obtained. All shortages and surpluses of safekeeping equipment must be reported to the Security Officer.

3/14/47 Document deletion with Tompkins agreed to by WJF

.04 It is the responsibility of all officers charged with the custody of classified material to accomplish the necessary inspections within his area to insure that all security precautions are taken to safeguard classified information at all times. The Security Officer or Assistant Security Officer will make such room and area inspections as are necessary.

Section 10. Destruction of Classified Material:

.01 Record material may be destroyed only upon authorization by Congress. Requests for such authorization must be submitted to the National Archives through established administrative channels.

.02 Non-record material, including carbon paper, stenographic notebooks, and rough drafts prepared in connection with classified documents, may be destroyed as soon as its purpose has been accomplished.

.03 Classified material to be destroyed either will be turned over to the Assistant Security Officer who will be responsible for its destruction in accordance with established security procedures or will be

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

destroyed in accordance with procedures approved by the Security Officer.

Section 11. Exemptions from the Provisions of this Order:

.01 Exemptions to the provisions of this order may be made by the Security Officer to meet unusual situations in particular Bureaus. Each request for any such exemption must be made in writing and must set forth all salient facts justifying the request and proposed methods of safeguarding the material involved in case the request is approved. Such requests will be submitted in duplicate in order that a copy of each approved request, together with a copy of the approval document, may be filed with the original of this order.

Section 12. Designation of Security Officers

.01 The Civil Aeronautics Board by a Minute of April 26, 1948, designated the Secretary to serve as Security Officer and designated the Assistant Secretary to serve as Assistant Security Officer and authorized him to perform the duties of Security Officer in the absence or disability of the Secretary. The Board further authorized the Security Officer to initially receive and be responsible for the handling of material classified as "secret" or "top secret"; and to designate such other members of the staff as expeditious transaction of business may require, to initially receive and be responsible for handling material classified as "secret".

Chairman

Secretary

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

780-31

AIR FORCE

Sec Rep Commerce

MAY 13 1948

Dear Mr. Ryan:

Your letter of April 27, 1948, with enclosed draft of regulations establishing a security organization and prescribing security procedures for the Department of Commerce, was received during my absence on vacation.

In view of your desire to expedite the issuance of these regulations, the draft has not been cleared with the members of the Board. However, it has been discussed with Mr. Fowler of your office and, with the minor changes agreed upon, appears to be consistent with the basic security principles the Board recommends for adoption by executive agencies.

As you know, you may count on the Board's cooperation in advising or assisting your security organization in any way possible.

Sincerely,

Shanette G. Blake
Secretary

Mr. Gerald Ryan
Administrative Officer and Security Officer
Department of Commerce
Office of the Chief Clerk
Washington 25, D. C.

CON:SGBlake:rh

A true copy of the signed original

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

164
x50

780-31
DCB

Fowler
3408 or 9

DEPARTMENT OF COMMERCE
OFFICE OF THE CHIEF CLERK
WASHINGTON 25

April 27, 1948

Mrs. Shanette G. Blake
Secretary, Security Advisory Board
State Department
Room 418, 515 22d St. NW.,
Washington, D. C.

Dear Mrs. Blake:

There is enclosed a proposed Department Order setting up a Security Organization and also a proposed Administrative Order prescribing regulations for the handling of classified information within the Department of Commerce.

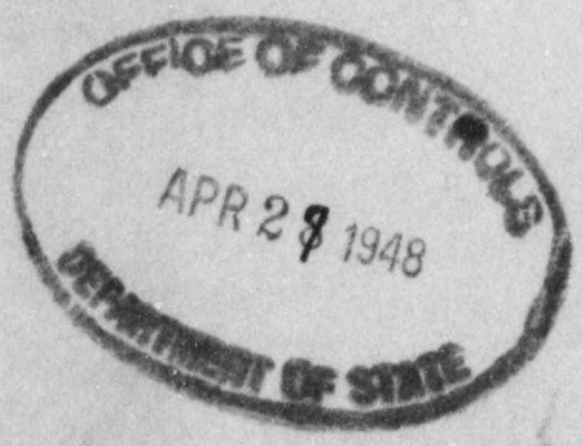
It would be appreciated if you will go over these orders and give us the benefit of your comments as promptly as possible.

Very truly yours,

Gerald Ryan

Gerald Ryan
Administrative Officer and
Security Officer

Enclosure



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

Draft 4/22/48
WEFowler

Department Order No. ____

SECURITY ORGANIZATION

Section 1. Purpose:

.01 The purpose of this order is to establish within the Department of Commerce an adequate security organization to insure that information and projects of the Department requiring security protection shall be properly safeguarded.

Section 2. Designation of Security Officers:

.01 The Administrative Officer for the Department of Commerce is hereby designated as the Departmental Security Officer. The Departmental Security Officer shall, with the approval of the Secretary, designate a Deputy Security Officer to assist him in security matters and to serve as the Departmental Security Officer in his absence or inability to serve.

.02 The head of each primary organization unit shall, with the approval of the Secretary, designate a primary unit Security Officer, who shall be responsible for the handling of security matters within the primary unit and for liaison with the Department Security Officer, and a primary unit Deputy Security Officer who will serve when the primary unit Security Officer is absent or unable to serve. phrase

.03 For purposes of this order the Office of the Secretary, Bureau of the Census, Civil Aeronautics Administration, Coast and Geodetic Survey, Inland Waterways Corporation, Patent Office, Bureau of Standards, Weather Bureau, each constituent unit of the Bureau of Foreign and Domestic Commerce, and such other organization units as the Security Officer may subsequently designate, shall be considered as primary organization units.

.04 The Departmental Deputy Security Officer shall serve as primary unit Security Officer for the Office of the Secretary.

Section 3. Security Committee:

.01 There is hereby established the Department of Commerce Security Committee. The Departmental Security Officer shall be Chairman of this Committee and each primary unit Security Officer shall be a member.

.02 The functions of the Committee shall be to assist in the formulation of the security policies and procedures for the Department, to promote uniformity of security practices within the several constituent organization units of the Department, and to provide a means whereby security matters affecting more than one constituent unit of the Department may be handled IN AN orderly MANNER and with dispatch.

Section 4. Assignment of Responsibility:

.01 The Departmental Security Officer shall be responsible for planning and installing an adequate security system in the Department of Commerce;

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

of the State-Army-Navy-Air Force Coordinating Committee (SANACC)

for formulating and issuing security regulations within the framework of applicable Federal statutes, Executive Orders, and rules and regulations, and in accordance with established procedure of the Department; for coordination of security matters on a Department-wide basis; and for liaison with the Security Advisory Board, and other outside Government groups on security matters.

.02 Responsibility for security control within the individual primary units shall rest with the head of each primary unit. The primary unit Security Officer, as his agent, shall be responsible within the unit for the implementation of the departmental security regulations; for the formulation and issuance of any necessary primary unit instructions within the framework of the departmental regulations, and within the established primary unit procedures; for general administration of the primary unit's security system; and for liaison with the Departmental Security Officer on security matters.

Section 5. Non-Applicability to Certain Scientific and Technical Data:

.01 The provisions of this order and implementing regulations shall not apply to scientific and technical information covered by Executive Orders 9568 and 9604, dated June 8, 1945 and August 25, 1945, respectively.

Section 6. Effect on Other Orders:

.01 Department of Commerce Order No. 241 of July 30, 1942 is hereby rescinded. Any other orders, the provisions of which are inconsistent or in conflict with the provisions of this order, are hereby superseded or amended accordingly.

Section 7. Effective Date:

.01 This order is effective

Secretary of Commerce

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

Draft 4/20/48
WEFowler

Administrative Order No. 205-

REGULATIONS GOVERNING THE HANDLING OF CLASSIFIED INFORMATION IN THE DEPARTMENT OF COMMERCE

Section 1. Purpose:

.01 The purpose of this order is to prescribe regulations governing the handling of classified information in the Department of Commerce.

Section 2. Legal Basis:

.01 Executive Order 9835 of March 21, 1947 provides:

> The Security Advisory Board of the State-War-Navy Coordinating Committee shall draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed, and upon approval by the President such rules shall constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch.

.02 The Security Advisory Board (now the Security Advisory Board of the State-Army-Navy-Air Force Coordinating Committee) has advised the Department that the Federal Government is at present operating under the security regulations contained in release SAB-1 of May 28, 1946 (as modified by subsequent notices) and the classification, declassification and down-grading procedures set forth in SAB-7 of February 10, 1947.

.03 Pertinent provisions of the security regulations and procedures, as adopted for use in the Department of Commerce, are set forth in this order which is intended as a general guide for use of officers and employees of the Department in handling classified information. Specific and complex problems not fully covered by the provisions of this order should be referred to the primary unit Security Officer or through him to the Departmental Security Officer as designated by Department Order No. ____.

Section 3. Definitions for Purposes of this Order:

.01 Classified information - The term "classified information" as used herein means official 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.

.02 Top secret - The term "top secret" as used herein means information, the security aspect of which is ~~permanent~~ paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

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

.03 Secret - The term "secret" as used herein means information, the unauthorized disclosure of which would endanger national security, or would cause serious injury to the interests or prestige of the nation, or would be of great advantage to a foreign nation.

.04 Confidential - The term "confidential" as used herein means information, the unauthorized disclosure of which, although 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 would be of advantage to a foreign nation.

.05 Restricted - The term "restricted" as used herein means information which requires security protection, other than that information which has been determined to be top secret, secret, or confidential. Such information is to be protected to the extent that it will not be published or communicated to anyone except for official purposes.

Section 4. Policy on Classification and Declassification of Material:

.01 The Department of Commerce is responsible for the security protection of all documents, originating or received in the Department, containing information which will endanger the nation if revealed to unauthorized persons. The Department must therefore be vigilant in the examination of information to determine the need for protection, and, if protection is required, in the classification of material to afford the degree of protection necessary.

.02 It must be recognized, however, that the classification of any document creates a responsibility and an additional expense to the Department which should be avoided in all instances unless positively necessary. The importance of a knowledge of the security regulations and the use of mature judgment on the part of classifying officials cannot be stressed highly too ~~lightly~~. Material requiring protection should in each instance be assigned the lowest classification consistent with the proper safeguarding of the information concerned, and declassification should be effected as soon as the need for protection has ceased to exist. Documents should not be classified for the purpose of over-emphasizing their importance or for any personal reasons whatsoever. Over-classification must be avoided as it tends to depreciate the importance of properly classified information.

.03 The word "confidential" has a particular meaning under the security system, hence its use on documents in lieu of the word "Personal" or other notation to connote the personal wishes of the originator must always be avoided. ~~When appearing on envelopes received through the mail, the word "confidential" does not, entitle the enclosed document to security protection.~~ of itself,

Section 5. Authority for Classifying, Re-grading and Declassifying Information:

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

.01 The head of each primary organization unit will designate the employees of his unit authorized to classify information as top secret, secret, confidential and restricted. ~~Officers authorized~~ authorizations to classify information as top secret or secret must be held to the minimum necessary for the performance of required activities, must be maintained at a high level within the agency and must be restricted to those officers whose duties are such that they must have the authority. Authorizations to classify information as confidential or restricted should be limited to those officers of the primary organization unit whose duties require such authorization. The Departmental Security Officer will designate classifying officers for all organization units not a part of any primary unit security system.

.02 Each primary organization unit Security Officer will maintain a current listing of the classifying officers of his unit, showing the extent of the classification authority of each, and will hold such listing available for inspection by the Departmental Security Officer at all times.

.03 The officer making an original classification, his successor, superior, or primary unit Security Officer may change or cancel classification of documents originating in the Department. The Departmental Security Officer will exercise final authority on classification, regrading or declassification of documents when necessary.

.04 Classified material originating outside the Department of Commerce may be regraded or declassified only by agreement with the authority responsible for the original classification. In any instance, however, that an officer of the Department considers that unclassified material originating outside the Department should be classified, or that classified material should be upgraded, such material may be given the degree of security protection required until agreement can be reached with the originating agency.

Section 6. Procedures for Classifying, Regrading and Declassifying:

.01 The classification assigned to bound documents, the pages of which are permanently and securely fastened together, will be conspicuously marked or stamped on the outside front cover, on the title page, on the first page, on the back page and on the outside of the back cover. On unbound documents, the classification will be conspicuously marked or stamped at the top and bottom of each page, in such manner that the classification will be visible when the pages are stapled together. Charts, maps, drawings, and photographic negatives will carry the classification under the legend, title block or scale in such manner that it will be reproduced on all copies made therefrom. The record copy of all top secret and secret documents will also bear an appropriate indication of the authority for classification, the identity of the classifying officer, and the date of classification.

.02 When classified material is furnished authorized persons other than those in the Federal service, the following notation, in addition to

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

as amended

the assigned classification marking, will be placed on the material, on its container, or on the written notification of its assigned rating:

"This material contains information affecting the national defense of the United States within the meaning of the Espionage Act, (50 U.S.C., 31 and 32), ~~or information of vital interest to the Federal Government and is transmitted for official use only.~~" the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

.03 When classified material is regraded or declassified by proper authority, the following notation should be written or stamped at the top of the first page: "Classification (cancelled or changed to) _____ by authority of (official authorized to change), (date), by (name and position of person making the change)." All previous classification markings should then be lined through and, in case of regradings, the new classification should be entered.

.04 It is the responsibility and obligation of all officers authorized to regrade or declassify material to keep classified material constantly under review and to downgrade or declassify as soon as conditions permit. The Departmental Security Officer has primary responsibility for the currency of the downgrading and declassifying program in the Department while this responsibility devolves on each primary unit Security Officer with respect to his own organization.

.05 The office which ~~originally~~ regrades or declassifies an item will be responsible for notifying all holders or recipients of copies thereof. If the document is not widely held, direct notification may be made. If widely held in Government agencies, a request may be forwarded through the Departmental Security Officer to the Security Advisory Board for announcement of the action taken to all Security Officers of ~~the~~ agency concerned.

.06 Classifying officers should provide for automatic downgrading or declassification of material whenever possible. This may be accomplished by placing a notation on the material that after a specified event or date the classification will be reduced or cancelled. Classified letters of transmittal, which do not themselves reveal classified information, should always bear a ~~violation~~ notation that they become declassified automatically when the enclosures are removed.

Section 7. Dissemination of Classified Material:

.01 No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Such information will be entrusted only to those individuals whose official duties require such knowledge or possession.

.02 Each primary unit Security Officer will maintain lists of the persons in his primary unit authorized to receive top secret, secret, and confidential information. Such lists will be held available for inspection by the Departmental Security Officer at all times.

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

.03 The dissemination of top secret and secret material will be held to the absolute minimum. Only that portion of such material necessary to the proper planning or appropriate action of any organization unit or individual will be released to such unit or individual. The dissemination of confidential material will be restricted to personnel whose assigned duties require knowledge of such information. Restricted information will be disseminated only for official purposes. Classified information originating outside the Department of Commerce will not be released outside the Department without the consent of the originating agency.

.04 Classified information will not be released outside the executive branch of the Government except with the written authorization of the head of a primary organization unit, his Security Officer, or the Departmental Security Officer. All classified information accumulated or developed in the pursuit of official business is the property of the Federal Government and cannot, under any circumstances, be considered the personal property of any individual.

.05 Care must be exercised at all times to refrain from discussing classified information with or in the presence of unauthorized personnel. Classified information must not be discussed in unofficial correspondence. Top secret, secret, and confidential matters must not be discussed over the telephone.

.06 Any employee of the Department who may acquire knowledge of any loss or compromise of classified information will promptly report the matter to his primary unit Security Officer.

Section 8. Transmittal of Classified Information:

.01 When transmitted outside the Department of Commerce, top secret, secret, and confidential material will be enclosed in opaque inner and outer covers. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification, while the outer cover will be sealed and addressed with no indication of the assigned classification. On top secret and secret material, there will be attached to the inner cover a receipt to be signed by the addressee and returned to the sender. Such receipt may also be used in connection with the transmittal of confidential material when the sender deems it necessary. Restricted material may be enclosed in one cover only.

.02 Except where classified material is delivered by hand from one authorized user to another, regulations governing the transmittal of material outside the department will apply to transmittal inside the department.

.03 Transmittal of top secret, secret and confidential material will be effected by direct contact whenever practicable, or by persons specifically designated by a Security Officer for that purpose. Top secret material will not be transmitted by mail. Secret and confidential material may be transmitted by registered United States mail within the continental United States or by registered Army or Navy postal service outside the continental United States.

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

.04 Each primary unit Security Officer will maintain registers of top secret and secret material received or disseminated by his unit.

Section 9. Physical Security:

.01 Classified material not in actual use by or under direct observation of an authorized person will be safeguarded to the extent indicated by the classification. Top secret material will be stored in locked metal three-way combination safes or file cabinets, or in other facilities of comparable security specifically approved by the primary unit Security Officer. Secret and confidential material will be kept in metal file cabinets equipped with a steel lock-bar and padlock, or in comparably secure facilities approved by a Security Officer. Restricted material should be filed from view when not in use.

.02 It is the responsibility of all officers charged with the custody of classified material to accomplish the necessary inspections within his area to insure that all security precautions are taken to safeguard classified information at all times. Primary unit security officers will make such room and area inspections as are necessary or may be required by the Departmental Security Officer.

Section 10. Destruction of Classified Material:

.01 Record material may be destroyed only upon authorization by Congress. Requests for such authorization must be submitted to the National Archives through established administrative channels.

.02 Non-record material may be destroyed as soon as its purpose has been accomplished.

.03 Classified material to be destroyed will be turned over to the primary unit Security Officer who will be responsible for its destruction in accordance with established security procedures.

Director, Office of Administrative Services,
and Security Officer

Approved:

Executive Assistant to the Secretary

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

Mr. Gerald Ryan
Administrative Officer and Security Officer
Department of Commerce
Washington, D. C.

Dear Mr. Ryan:

In accordance with the request contained in your letter of April 27, 1948 the following comments are made in respect to a proposed Department of Commerce order setting up a security organization and an order prescribing regulations for the handling of classified information within the Department of Commerce.

A. No comment is made in respect to the establishment of a security organization within the Department of Commerce; however, the Security Advisory Board will be pleased to cooperate in ~~any~~ every way possible to ~~get a~~ with the security organization established.

B. In respect to the regulations covering the handling of classified information in the Department of Commerce, the following ~~comments are made.~~ is offered.

1. It is believed that sub-paragraph .01 and .02 under Section 2 do not, in fact, constitute a legal basis for the issuance of the regulations. Sub-paragraph .01, which is a quote of one of the provisions of Executive Order 9835, ~~specifically~~ states that the rules applicable to the handling and transmission of confidential documents, which the Security Advisory Board was directed to draft, require the approval of the President before becoming effective. Such approval has not yet been given to the draft of minimum security standards circulated by the Security Advisory Board

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

for comment by the several Federal Departments and Agencies
~~in the last several months~~. Although many Depart-

2. ments of the Government are using SAB-1 as a basis for their security regulations and SAB-7 as a basis for their classifying, declassifying and downgrading procedures, it should be ~~recognized~~ understood that both SAB-1 and SAB-7 are advisory in character only and have no force ~~of authority~~ as directives whatsoever.

3. It is believed that no other legal basis for security regulations of the Department of Commerce are required ~~other~~ than that derived from the administrative authority ~~from~~ of the Secretary.

4. The thought expressed in the last sentence of sub-paragraph .03 of Section 4 is inconsistent with the thought expressed in the preceeding sentence concerning the operation of security control in the transmission of classified documents. It is believed that if the sentence remains in the document ~~that~~ it will cause confusion, and its deletion is therefore recommended.

C. D. With the exception of the comments made above the proposed security regulations do not appear to be inconsistent with basic security ~~standards provided by regulations promulgated by~~ the Security Advisory Board on an advisory basis.

S/S 148

Fowler agrees to changes red pencilled on draft

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

SECURITY ADVISORY BOARD
FEB 1 7 1947

ARMY REGULATIONS
No. 380-5

WAR DEPARTMENT
WASHINGTON 25, D. C., 15 August 1946

SAFEGUARDING MILITARY INFORMATION

	Paragraphs
SECTION I. General	1-23
II. Nonregistered documents	24-33
III. Registered documents	34-46
IV. Cryptographic security	47-60
V. Matériel	61-74
VI. Visitors	75-78
VII. Air space reservations, restricted areas, and reserved areas	79-81
VIII. Troop movements, individual travel, and movement of supplies	82-95

SECTION I

GENERAL

	Paragraph
Military information	1
Need for classification	2
Definitions	3
Categories	4
Top secret matter	5
Secret matter	6
Confidential matter	7
Restricted matter	8
Grading	9
Authority to classify	10
Classification of matter from other governmental agencies	11
Dissemination of classified matter	12
One classification only	13
Overclassification	14
Responsibility	15
Cancellation or change of classification	16
Loss or subjection to compromise	17
Reproduction of classified matter	18
Photographs or other reproductions of classified matter	19
Requests for military information	20
Dissemination of classified military information	21
Testimony before Congress	22
Legislation pertaining to War Department	23

1. **Military information.**—The War Department defines military information (including intelligence) as all information primarily under the control and jurisdiction of the War Department or of primary interest to it. This meaning rests primarily on the idea of control, jurisdiction, origin, or degree of interest, rather than on substance of the information.

2. **Need for classification.**—Military information is of varying degrees of value to enemies and potential enemies of the United States and therefore requires corresponding degrees of protection. Official matter must be examined and, if protection is required, graded in accordance with the degree of protection necessary. The policies and definitions stated herein are furnished to insure accurate and uniform grading and appropriate protection of military information.

*This pamphlet supersedes AR 380-5, 6 March 1946.

AGO 885B—Aug. 705554*—46——1

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

3. Definitions.—*a. Active theater of operations.*—A theater of operations in which there is organized enemy resistance.

b. Aircraft.—The term "aircraft" includes all weight-carrying devices or structures designed to be supported by the air, either by buoyance or by dynamic action.

c. Air space reservation.—An air space reservation is the air space located above an area on the surface of the land or water, designated and set apart by executive order of the President or by a State, Commonwealth, or Territory, over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes.

d. Approved circuits.—Approved circuits are electrical means of signal communication which have been approved by competent authority for the transmission of information of a secret, confidential, or restricted classification.

e. Classified military information.—Classified military information is military information which requires grading to indicate the degree of precaution necessary for its safeguarding.

f. Cryptographic material.—Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

g. Cryptographic security.—Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

h. Cryptographic system.—Code and/or cipher and instructions therefor.

i. Documents.—Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; charts, maps, relief maps, photomaps, and aerial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; recorded engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

j. Downgrading.—The lowering of classification of classified documents and material, including declassification when appropriate.

k. Engineering data.—The term "engineering data" comprises drawings, blueprints, photostats, photographs, mathematical calculations, formulas, processes, and all similar items that can be reduced to documentary form.

l. Foreign government.—The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

m. Impedimenta.—The term "impedimenta" refers to organizational equipment which accompanies troop movements.

n. Inactive theater of operations.—A theater of operations in which organized enemy resistance has ceased. Competent authority normally will announced when a theater of operations becomes inactive.

o. Matériel.—Any article, substance, or apparatus. The term "matériel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction, models that show features in whole or in part, design, mock-ups, jigs, fixtures, and dies, and all other components or accessories of military equipment.

p. Munitions of war.—Any item used for war.

q. Numbered documents.—Any document numbered for administrative convenience but for which no short title or accounting is necessary.

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

r. Order of battle.—Important disposition of armed forces with the identities of the units and formations composing those forces.

s. Paraphrasing.—To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

t. Photomap.—A reproduction of a photograph or mosaic upon which grid lines, marginal data, and place names may be added.

u. Plain text, clear text, or plain language.—"Plain text," "clear text," or "plain language" is the text of a message which, on its face, conveys an intelligible meaning in any known language. Such a message is said to be sent "in the clear."

v. Registered matter (document).—Any document or device registered usually by number and periodically accounted for. See section III, Registered Documents.

w. Short title.—A short title is a designation applied to a classified document, matériel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, and if registered usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or content of the document, matériel, or device.

x. Technical information.—"Technical information" shall be deemed to include information on weapons and equipment, including instructions on maintenance and operation and any descriptive matter or components. It further includes means of manufacture, techniques, and processes of weapons and equipment, together with information pertaining to the various sciences relating to weapons and equipment and to direct and indirect measures which may be employed in warfare. Information of a strategic or tactical nature is specifically excluded from the meaning of this term as are "user" aspects such as functioning and general instructions for tactical use and employment.

y. Travel.—The term "travel" refers to the movement of an individual who is not part of a troop movement.

z. Troop movements.—The term "troop movements" applies to the moving of units.

aa. Unit.—An organized group of personnel with its authorized organizational impedimenta. Organized detachments, even though temporarily organized as such for the purpose of the movement, are considered units when organizational impedimenta is authorized for them. When a code designation such as a shipment number is assigned to a troop movement, each unit therein is normally designated by shipment number and letter.

ab. United States.—The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. *Sec. 1, Title XIII, act 15 June 1917 (40 Stat. 231; 50 U. S. C. 40; M. L., 1939, sec. 2187).*

ac. Visitor.—As used in these regulations a visitor is any person admitted to a Government or civilian establishment or area in which classified work or project is being conducted for the War Department, except—

(1) A person employed on the work or project, or

(2) A person directly and officially concerned with the work or project.

4. Categories.—Official matter requiring classification shall be examined, graded, and marked top secret, secret, confidential, or restricted. Top secret is a special grading given to certain secret matter.

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

5. Top secret matter.—*a. When classified top secret.*—Certain secret documents, information, and matériel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the Nation shall be classified TOP SECRET.

b. The following are examples of matter which normally will be graded 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) Certain information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or information which would imperil secret agents.
(5) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.
(6) Critical information of new and important munitions of war, including scientific and technical developments.
(7) Important particulars of cryptography and cryptanalysis.

6. Secret matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the Nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

b. The following are examples of matter which normally will be graded SECRET:

(1) Particulars of operations in progress.
(2) Plans or particulars of operations, or war plans, with necessary inclosures thereto, not included under TOP SECRET.
(3) Instructions regarding the employment of important new munitions of war.
(4) Important improvements to existing munitions of war until accepted for service use.
(5) Information relating to new matériel of the type described in *a* above.
(6) Certain information concerning specific quantities of war reserves.
(7) Certain development projects.
(8) Information of enemy or potential enemy matériel, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it.
(9) Certain 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 unless assigned to a lower category.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing vulnerable points or vital installations except that such classification must be approved by either the Director of Intelligence,

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

War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the army commander concerned.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permanent defense works and naval bases, other vulnerable points or vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element of permanent defense works and naval bases.

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

(*d*) Maps, relief maps, charts and photomaps prepared from aerial photographs or negatives 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 or the provisions of subparagraph (13), and not by the classification of directives ordering its accomplishment.

(14) Information indicating the strength of our troops, 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.

(15) Information on the order of battle of a foreign nation will be classified according to the means by which it was obtained and the importance of concealing that we possess it.

(16) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.

(17) Photographs, negatives, photostats, diagrams, or models of secret matter.

7. Confidential matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudical to the interests or prestige of the Nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign Nation shall be classified CONFIDENTIAL.

b. The following are examples of matter which normally will be graded CONFIDENTIAL:

(1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

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

(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.

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

(6) Meteorological information of designated areas.
(7) Information which indicates strength of our troops, identity or composition of units, or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation.
(8) Certain technical documents and manuals 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) Regulations governing joint action of the Army and Navy.
(11) Information relating to the design and development of new matériel and containing information of the type described in *a* above.
(12) Certain cryptographic devices and material.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing lay-out of the permanent defense works and naval bases considered vital 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, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as CONFIDENTIAL.
(*b*) In oversea possessions and foreign territory occupied by the forces of the United States, those not classified as SECRET, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign government concerned.
(*d*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives 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 or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(14) Technical information, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in *a* above.
(15) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs. *See sec. 5a, added to act 3 June 1916, by sec. 5, act 4 June 1920 (41 Stat. 764; 10 U. S. C. 1193; M. L., 1939, sec. 1925).*
(16) Certain information relative to specific quantities of war reserves.
(17) Photographs, negatives, photostats, diagrams, or models of confidential matter.

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

8. Restricted matter.—*a*. Documents, information, or matériel (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

b. The following are examples of matter which normally will be graded RESTRICTED:

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

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

(3) Photographs, negatives, photostats, diagrams, or models of restricted matter.

(4) Certain parts of mobilization plans and regulations.

(5) Documents relating to the design and development of new matériel containing information of the type described in *a* above.

(6) Certain procurement plans.

(7) Certain cryptographic devices and material.

(8) Certain 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 matériel.

(9) Certain military maps and aerial photography.

(*a*) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered vital to the defense of the United States.

(*b*) 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.

(*c*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives 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 or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.

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

9. Grading.—*a*. The designation of persons responsible for grading and regrading will be made by authorities listed in paragraph 10.

b. Each document will be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from previously classified documents except messages. See paragraphs 51*c*, 56*b*, and 57*d*.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein. A letter of transmittal will be graded at least as high as any of its inclosures.

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

d. Whenever practicable the classifying authority will place a notation on the document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or canceled without reference to the originating or higher authority.

10. Authority to classify.—*a. Top secret and secret.*—Matters may be classified as TOP SECRET or SECRET only by or by authority of the Secretary of War, the Under Secretary of War, an Assistant Secretary of War, the Chief of Staff, the Commanding General of the Army Air Forces, the Commanding General of the Army Ground Forces, a director of a division of the War Department General Staff, the chief of a technical service, a general officer, the commanding officer of a depot, post, camp, station, or independent command, the commandant of a general or special service school, the chief of a military mission, a military attaché, or a military observer.

b. Confidential.—Documents, development projects, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel may be classified as RESTRICTED by any commissioned officer.

11. Classification of matter from other governmental agencies.—Matter obtained from the Navy Department, other governmental agency, or friendly foreign government will be placed in the same or equivalent classification category as that in which it was placed by the originating agency.

12. Dissemination of classified matter.—No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

13. One classification only.—A document or article of matériel will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of matériel will bear only one over-all classification.

14. Overclassification.—Documents or matériel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information of matériel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

15. Responsibility.—The safeguarding of classified military information is the responsibility of all military personnel, civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be disclosed only to military or civilian personnel having a legitimate interest therein.

16. Cancellation or change of classification.—*a.* The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to ———, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." This paragraph will in no way be construed as a limitation upon paragraph 54.

b. The authority making the original classification or higher authority may cancel or change the classification of matériel by letter of instruction to all offices or personnel concerned. See paragraph 62.

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

c. In the case of messages which have been previously cryptographed no change in classification will be made unless the text has been carefully paraphrased or unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

d. It is the obligation of all authorities to keep classified matter of current interest or continuing value constantly under review and to down grade it as soon as conditions permit.

e. When documents of the same type which accumulate in bulk have been down graded, individual documents in the file series need not be stamped as provided in *a* above until the document is charged out of file for use. The change or cancellation of security classification will be indicated inside the file drawer.

f. Matter which has been classified solely to accord with conditions imposed by a foreign nation may be down graded or declassified with the consent of the nation concerned or the approval of the State Department.

17. Loss or subjection to compromise.—Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of to secret, secret, confidential, or registered documents, or articles of matériel, or restricted codes or ciphers will promptly report that fact to the custodian of the document or matériel who, in turn, will notify the proper commanding officer. The proper commanding officer will notify the office responsible for its issue by the fastest means available of the loss or subjection to compromise of all top secret, secret, or registered items, confidential or restricted codes or ciphers, or confidential operational plans, weapons, or equipment of vital importance to current or future operations, and will then make a thorough investigation of the circumstances, fix the responsibility, and send to The Adjutant General, through military channels, a report with his recommendations in the case.

18. Reproduction of classified matter.—*a.* Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

b. The commandants of the general and special service schools are responsible that the printing or reproduction plants of their respective commands release no classified information to personnel or agencies not entitled thereto.

c. The Commanding Generals, Army Air Forces, Army Ground Forces, and chiefs of technical services, are responsible that service magazines or journals published under their supervision comply with the provisions of these regulations relative to security of classified military information, and will submit all doubtful material for such publications to the Bureau of Public Relations for review and action before release.

d. Whenever correspondence, documents, drawings, prints, photographs, or models pertaining to top secret, secret, confidential, or restricted matériel disclose information regarding engineering principles, design details, composition, methods of processing or of assembly which are vital to the manufacture, functioning, or use of the matériel, they will be appropriately classified.

e. Preparation of press releases based on coded messages.—Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service.

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

The clear texts of cryptographed messages will never be released verbatim but will be carefully paraphrased before being released to the public unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

f. For additional instructions relative to the discussion of military, political, diplomatic, and classified subjects, see AR 600–10 and AR 600–700.

19. **Photographs or other reproductions of classified matter.**—Photographs or other reproductions of classified features of military equipment or of other classified items will be made by members of the military service, by civilian employees of the War Department, or by civilians specifically authorized by proper authority to photograph or reproduce such classified matter, only when necessary in the conduct of their official duties. Agencies of the War Department may have such materials developed, printed, processed, or otherwise reproduced in commercial facilities if adequate Government facilities are not available, but in such event are responsible to insure that the material is safeguarded at such facilities in accordance with the provisions of these regulations.

20. **Requests for military information.**—*a.* All requests from private individuals, firms, or corporations and Federal or State agencies or departments for classified military information (except those requests defined under *b* and *c* below) are subject to policies established by the Director of Intelligence, War Department General Staff.

b. (1) Exchanges of classified or unclassified military information, other than technical information, with foreign nationals will be made only through or with the express permission of the Director of Intelligence, War Department General Staff.

(2) Exchanges of classified or unclassified technical information with foreign nationals will be made in accordance with existing War Department instructions issued on this subject to the Commanding Generals, Army Air Forces, Army Ground Forces, and chiefs of technical services.

c. Applications for information or records compiled and furnished at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs will be referred to the Under Secretary of War for necessary action. The service of any process or subpoena for the production of any such record will be reported immediately by the person on whom it is served to the United States attorney for the district in which the service is made and, at the same time, direct to the Under Secretary of War.

21. **Dissemination of classified military information.**—*a. Classified military information.*—When classified military information is disseminated under the provisions of these regulations to persons not subject to military law, they will be informed that it affects the national defense of the United States within the meaning of the Espionage Act and that its transmission to an unauthorized person is prohibited. See also paragraph 24*b*.

b. Publication of articles or books.—The inclusion of classified military information in any article or book published by a member of the Army of the United States or by a civilian employee of the Military Establishment is prohibited unless specifically authorized by the War Department. For additional information relative to publication of articles, see AR 310–10, AR 600–10, and AR 600–700.

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

c. Oral discussions of classified military information.—Either public or private discussion of classified military information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

d. Legal instrument.—The disclosure of the place of execution or acknowledgment on a legal instrument by one in or with the armed forces overseas is authorized, provided *that in wartime* the military necessity of secrecy of strength and location of troops does not require suppression of such information, such disclosure is necessary to the legality of the instrument, the execution of the instrument cannot be deferred without undue hardship, and the information disclosed will be of no substantial value to the enemy when and if it may reach him.

22. **Testimony before Congress.**—*a.* When a person in the military service appears before a committee of the Congress and is called upon to give testimony which he knows to be *confidential or restricted*, he will respectfully request that his statements be taken in executive session only and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.

b. When called upon to give testimony which he knows to be top secret or secret, unless he has previously been authorized by the Secretary of War to give such testimony, he will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate Member of Congress that a written request for the specific information should be transmitted to the Secretary of War. Testimony of a secret nature, when authorized by the Secretary of War, will be given only in executive session under the conditions cited in *a* above.

c. With regard to policies and facts which the public interest does not require to be kept top secret, secret, confidential, or restricted, see AR 600–10.

23. **Legislation pertaining to War Department.**—*a.* Recommendations to the War Department for legislation will be classified until released by the Secretary of War. Prior to such release, no information as to any legislative recommendation will be revealed to any individual or association not under War Department control except as may be required by law.

b. The nature and content of reports of the War Department on bills referred to it by committees of the Congress will not be disclosed to individuals or agencies outside the War Department.

SECTION II

NONREGISTERED DOCUMENTS

(For handling, accounting, and disposition of registered documents see sec. III.)

	Paragraph
Marking of classified documents	24
Transmission of certain messages by electrical means	25
Handling and transmission of secret matter	26
Handling and transmission of top secret matter	27
Handling and transmission of confidential matter	28
Handling and transmission of restricted matter	29
Correspondence, receipts, and returns	30
Storage of classified documents not registered	31
Return of top secret, secret and confidential documents	32
Destruction of classified documents	33

24. **Marking of classified documents.**—*a. Manner of marking.*

(1) Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspiciously marked or stamped, *not typed*, top secret, secret, confidential, or

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

restricted on the cover, title page, first page, back page, and back cover.

(2) Classified communications and other material not permanently and securely fastened together, except as indicated in (3), (4), and (5) below, will be marked or stamped, *not typed*, with the appropriate classification at the top and bottom of each page. The marking at the top will be so placed that it will not be hidden from view when the pages are clipped or stapled together.

(3) Classified drawings or tracings will carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, classified photographic negatives will be marked in the same manner. Continuous cover aerial reconnaissance and mapping negatives in roll form will 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 will be handled on a classified basis, and will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled. Photographs and reproductions made from negatives which do not carry a legend will be marked on the front and on the back with the appropriate classification. Classified motion picture films will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled, and in addition, will state in the title the classification thereof. Classified sound recordings will be marked with the appropriate classification if practicable. If marking of the recording is not practicable, its container will be marked.

(4) Contracts for the manufacture of classified matériel will be plainly and conspicuously marked, *not typed*, with the proper classification on the first page.

(5) Classified maps and photomaps will be appropriately marked under the scale.

b. Additional marking of classified documents issued to authorized civilians.—Documents containing classified military information furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked top secret, secret, confidential, or restricted, bear the following notation:

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.

c. Special marking of top secret and secret documents.—All top secret and secret documents will show the authority for the classification, the initials of the classifying officer, and the date affixed. See paragraph 10*a*.

25. Transmission of certain messages by electrical means.—*a.* The highest grade cryptographic systems available will be used for the transmission of top secret and secret messages.

b. Secret, confidential or restricted messages will not be transmitted by electrical means in the clear, except in accordance with the provisions of paragraph 58*b*(2) or over approved circuits. In time of war the War Department may

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

delegate authority to approve electrical circuits for the transmission of all classifications of traffic, except top secret, to theater commanders and department commanders for use in their theaters or departments under policies prescribed by the War Department.

26. **Handling and transmission of secret matter.**—*a. Between offices of same headquarters or stations.*—At headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of interoffice transmission of secret documents.

b. Except as in a above, secret mater will be handled and transmited in accordance with the following rules:

(1) *Preparation for transmission.*—Secret documents when transmitted will be inclosed in double sealed envelopes, the inner one marked secret. Typewritten matter in the document will be protected by a cover sheet, or by folding inward, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

(2) *Receipt system.*—Transmission and custody of secret documents and matériel will be covered by a receipt system.

(3) *Responsibility of officer or civilian.*—It is the responsibility of the officer or the civilian holding a position equivalent to that of a commissioned officer having custody of secret documents to insure that all security precautions are taken to guard such documents at all times.

(4) *Secret documents.*—Secret documents will be transmitted by officially designated courier. Where officially designated courier service is not available, secret documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

c. Subject to the foregoing standards, secret documents will be transmitted by any of the following means:

(1) *Within continental United States.*

(*a*) Officially designated couriers (officer messenger or officer courier, including warrant or flight officers).

(*b*) Registered mail (including registered air mail).

(*c*) Protected commercial express, air or rail, under billing which assures the highest degree of protective handling. See also paragraph 74.

(*d*) Military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.)

(2) *Outside continental United States.*—Includes transmission of secret documents, except secret cryptographic material, from points within the continental United States to points outside the United States, and vice versa, and between points outside the continental United States.

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

(*a*) Officially designated couriers (officer courier, including warrant or flight officers).

(*b*) United States Post Office registered mail through Army or Navy postal facilities, provided the documents do not pass through a foreign postal system. Secret documents may, however, be transmitted to and from United States installations in Canada by United States and Canadian registered mail, with return receipt.

(*c*) State Department diplomatic pouch. (This means will be used exclusively for transmission through or within a neutral country.)

(*d*) United States or Allied military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.) See *e* below.

(*e*) Commanding officers of United States Army transports.

(*f*) Reliable citizens of the United States (that is, officers or officials of other Government departments or masters of vessels of United States registry).

(*g*) For specific means of transmission of secret cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

d. Action upon receipt of secret matter.

(1) Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.

(2) The inner cover marked secret will be opened only by the addressee or his duly designated representative. The receipt form will be dated, signed, and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

e. Security of secret documents.—If a military aircraft carrying secret documents is forced down in enemy territory, the documents will be destroyed by burning. If not subject to burning, they will be destroyed by such other means as are necessary to render them beyond recognition. Similar action will be taken if forced down in neutral territory, if capture appears imminent. If the aircraft is forced down at sea, the documents will be sunk by the most practical method. For detailed instructions on destruction of classified documents in emergencies, reference should be made to letter on this subject issued by the War Department.

27. Handling and transmission of top secret matter.—*a.* Top secret matter will be handled in accordance with the rules given in paragraph 26*b* with additional safeguards as follows:

(1) Under no circumstances will top secret matter be transmitted by registered mail.

(2) Under no circumstances will top secret messages be transmitted by electrical means in the clear.

(3) It is mandatory that transmission and custody of top secret matter be covered by a receipt system.

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

(4) The unnecessary dissemination of top secret information will be avoided. Only the minimum of information necessary to proper planning and appropriate action of a subordinate echelon will be released to it.

(5) The transmission of top secret information will be effected by direct contact wherever practicable.

(6) *Transmission within a headquarters.*—The method of handling and transmission of top secret matter within a headquarters commanded by an authority qualified to make a top secret classification is discretionary with the headquarters commander, except that the principles stated in (1), (2), (3), (4), and (5) above and paragraph 26*b* will be observed.

(7) *Transmission outside of a headquarters.*—The handling and transmission of top secret matter outside of a headquarters will be by military couriers who will be commissioned, warrant, or flight officers not acting as airplane pilots or by specially designated civilian couriers, i. e., State Department or other high Government officials, etc.

b. Receipt of top secret matter.—Commanders will appoint certain officers in their headquarters to be known as top secret control officers, who will receive and maintain a register of all top secret matter. Top secret control officers will open and deliver top secret correspondence to such individuals as must see and work on the correspondence. Persons who work on top secret matters will be kept to a minimum and will be individually warned against disclosing such matters to personnel whose duties do not require it. Top secret matter which is addressed by name on the inner envelope to a particular individual will be delivered unopened to such addressee.

28. Handling and transmission of confidential matter.—*a.* Confidential matter will be handled in accordance with the following rules:

(1) Confidential documents will be prepared for transmission in the same manner as secret documents, except that the inner cover will contain a receipt form only when the sender deems it necessary.

(2) Confidential documents, except registered, will be transmitted by approved official means.

(3) Registered confidential documents will be handled in the same manner as secret documents.

(4) It is the responsibility of the commanding officer or equivalent official having custody of confidential documents to insure that appropriate security precautions are taken at all times.

b. Subject to the foregoing standards, confidential documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*—Confidential documents will be transmitted in the same manner as secret documents, except—

(*a*) Any authorized messenger may be used instead of an officer messenger.

(*b*) Confidential documents, except registered, may be transmitted by ordinary mail when in the opinion of the forwarding officer no serious consequences will be entailed by their loss.

(2) *Outside continental United States.*—The handling and transmission of confidential documents except confidential cryptographic mate-

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

rial from points within the continental United States to points outside United States, and vice versa, and between points outside the United States, will be done in the same manner as prescribed for secret documents.

(*a*) *Specific means of transmission of confidential cryptographic material.*—Reference should be made to letter instructions on this subject issued by the War Department.

(*b*) *Action upon receipt of confidential matter.*—The standards prescribed in paragraph 26*d*(1) will be adhered to.

(*c*) *Security of confidential documents.*—The same precautions as prescribed in paragraph 26*e* will be adhered to.

29. Handling and transmission of restricted matter.—*a.* Restricted matter will be handled and transmitted to provide a reasonable degree of security. Registered restricted documents will be transmitted in the same manner as secret documents.

b. Subject to the foregoing standards, restricted documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*

(*a*) Authorized messenger.

(*b*) Ordinary mail.

(*c*) Express (rail or air).

(d) Freight.

(2) *Outside continental United States.*—Includes transmission of restricted documents, except restricted cryptographic material, from points within the continental United States to points outside the United States and vice versa, and between points outside the continental United States.

(*a*) Vessels or aircraft of United States registry, Allied registry, or such vessels or aircraft, although not of United States or Allied registry, which are controlled and operated by the United States, provided such vessels are not subject to foreign postal inspection.

(*b*) United States Post Office registered mail through Army or Navy Postal facilities, provided the documents do not pass through a foreign postal system. Restricted documents may, however, be transmitted to and from United States installations in Canada and in Alaska through the Canadian postal system.

(*c*) State Department diplomatic pouch will be used exclusively for the transmission of restricted documents through or within a neutral country.

(*d*) For specific means of transmission of restricted cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

30. Correspondence, receipts, and returns.—Correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified documents is made by file number, date, and subject, provided the subject does not contain information which is classified. If the subject contains classified information a short title will be used for the subject.

31. Storage of classified documents not registered.—*a. Top secret, secret, and confidential documents.*— Top secret, secret, and confidential documents, other

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

than registered documents, will be stored in the most secure files available. Unless such matter is stored in a three-combination safe or an equivalent secure steel file cabinet, it will be kept in a secure room which is locked when not in use and which is approved for such purpose by the officer in charge of the building or the commanding officer of the installation. Such approval will not be construed as relieving the officer concerned of any responsibility. If the foregoing safeguards are not available, the documents will be kept under armed guard when not in use.

b. Storage of restricted documents.—Restricted documents will be stored and handled in such a manner as to insure a reasonable degree of security.

c. Daily inspection.—All holders will make a daily inspection to insure that all classified documents are properly stored and that all cryptographic documents and devices are properly accounted for and properly stored.

d. Security in field.—In tactical operations, actual or simulated, the commanding officer of the unit concerned is responsible that all documents are given the maximum security possible under the circumstances. Classified documents will not be taken further forward in combat areas than is absolutely necessary. No secret cryptographic document will be taken forward of battalion command post. Field commanders will include instructions in standard operating procedures for the emergency destruction of TOP SECRET, SECRET, and CONFIDENTIAL documents when capture is imminent.

e. Security aboard ship.—Where a ship's strong room is available, classified documents in transit will be stored therein.

32. Return of top secret, secret, and confidential documents.—*a.* Upon change of station or separation from the military service, an officer will return to the source from which received, or otherwise properly account for, all top secret, secret, and confidential documents which have been issued to him.

b. Restricted documents, if nonregistered, may be disposed of at the discretion of the officer.

33. Destruction of classified documents.—*a. Top secret, secret, confidential, and registered restricted documents.*

(1) When destruction is authorized, (see AR 15–15 and TM 12–259) top secret, secret, or confidential documents and registered restricted documents will be burned by the custodian thereof in the presence of a disinterested officer. When destroying cryptographic material, it is not necessary for the witnessing officer to be cleared for cryptographic duties, provided his inspection is limited to the cover page to verify the short title and register number. A certificate of destruction will be signed by both the custodian and the witnessing officer in the case of top secret or secret documents and submitted to the officer directing the destruction. If a registered confidential or registered restricted document is destroyed, a certificate of destruction will be similarly prepared. Certificates of destruction of all registered documents will be sent to the officer directing the destruction, who will forward them to the office of record indicated in the registered documents. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the War Department.

(2) Preliminary draft, carbon sheets, plates, stencils, stenographic notes, and work sheets containing top secret, secret or confidential data will be destroyed by the person responsible for their production

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

immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them.

b. Restricted documents.—Restricted documents will be destroyed in any way which will render them useless.

SECTION III

REGISTERED DOCUMENTS

	Paragraph
Definition and identification	34
Office of record	35
Title page	36
Additional markings	37
Correspondence and reports	38
Handling and transmission	39
Storage of registered documents	40
Revision or reproduction	41
Notification of change of classification	42
Inventory and report of possession	43
Report of transfer and destruction	44
Prescribed forms	45
Disposition or destruction of registered cryptographic material	46

34. Definition and identification.—*a.* A registered document is a top secret, secret, or confidential document, or a restricted cryptographic document, or device, carrying a register number, a short title, and instructions to account for it periodically. A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purpose only, and for which no accounting is required. In the absence of markings required above, the document will not be reported upon.

b. Documents will be registered only if it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. Officers authorized to originate and issue top secret, secret, or confidential documents and restricted cryptographic documents will designate as registered only such documents as they deem necessary in the interest of national defense.

35. Office of record.—The office of record is the office to which reports of possession, transfer, and destruction on registered documents are sent. It is not necessarily the office of origin.

36. Title page.—The title page or inside front cover of a registered document will state that it is a registered document, will show the register number, both the long and short title, the office of origin, also the office of record to which returns will be made, and instructions covering the returns for its accounting, and for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering the disposal of the obsolete document. If any accountable document consists of more than one volume, each volume will bear a separarte short title. If the above is not practicable, the required data will accompany the registered document on a separate sheet.

37. Additional markings.—Each registered document issued after 1 January 1946 will be marked "Registered Document," on the front cover. For the manner of marking the classification of registered documents, see paragraph 24. For the authority to classify, see paragraph 10.

38. Correspondence and reports.—All references to registered documents in possession or transfer reports, ordinary reports of destruction, or unclassified

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

documents or correspondence will be by register number, date, and short title only and such reports or correspondence need not be classified. In using a short title, every symbol of the short title will be included. Any correspondence or paper which refers to a registered document by a title other than the short title will be assigned a minimum classification of restricted, if the reference discloses that the document is registered.

39. Handling and transmission.—Top secret registered documents will be handled in accordance with the provisions of paragraphs 26*b* and 27. Secret, confidential, and restricted registered documents will be handled in accordance with paragraph 26.

40. Storage of registered documents.—*a.* Registered documents will be stored in the most secure space or file available, preferably the equivalent of a three-combination safe. If a three-combination safe or its equivalent is not available, then the document will be kept constantly under armed guard. Field lock safes in continuous custody of military personnel will be considered the equivalent of three-combination safes for the storage of registered documents for units serving in the field outside of posts and garrisons.

b. Only commissioned officers, warrant officers, and specially trusted enlisted men and civilian employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.

c. Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

d. Cryptographic documents, so far as practicable, cipher tables, alphabets, and keys will not be kept in the same container as classified code books, documents, and devices to which they apply.

41. Revision or reproduction.—*a.* A new or revised edition of an old registered document may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

b. Reproduction of a registered document in whole or in part is forbidden except by authority of the office of origin. When authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition, the office of record will be notified.

42. Notification of change of classification.—When the classification of a registered document is changed, the office of record will notify all offices to which it has been issued.

43. Inventory and report of possession.—*a.* Custodians will keep a complete inventory of all registered documents except those listed in *c* below and will make, or have made, on 30 June and 31 December of each year, an accurate return therefor to the proper office of record. See paragraph 35 for definition of office of record.

b. In making a semiannual report of possession the following details will be observed:

(1) Each item will be physically inspected and its register number checked against the inventory.

(2) At headquarters having two or more commissioned officers the custodian and one disinterested officer will make the inventory and both will sign the report. If the headquarters has only one commissioned officer, the report will so state.

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

c. No semiannual report of possession will be made of—

(1) Registered documents which have been issued, subsequently destroyed and a destruction report rendered thereon within a single semiannual report period.

(2) Registered documents which have been placed in custody or storage for historical purposes with the expressed approval of the office of record.

d. Whenever a registered document is discovered which is not charged to the finder, and the custodian thereof cannot be located, the proper office of record will be notified immediately. The document will be properly safeguarded until disposition instructions are received from the office of record.

e. Holder of naval registered documents will make semiannual report to the appropriate Army office of record.

44. Report of transfer and destruction.—*a.* When a registered document is transferred from one person to another, or if the custodian remains the same but the organization's designation changes, a certificate of transfer in triplicate will be made. The certificate will be signed by the transferring officer, and will be dated and signed by the officer acknowledging receipt. If the receiving officer is a newly appointed custodian, that officer will have his name, grade, and Army serial number typed below his signature on the initial report submitted to the office of record.

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded direct to the office of origin. A copy of the certificate of transfer will be retained by each of the officers concerned.

c. Whenever a registered document is removed from its proper place of custody and issued for temporary use to another person in the same headquarters, the custodian will require a written receipt. No report of such transaction will be made to the office of record.

d. Registered documents will not be accounted for as prescribed for ordinary property in AR 35–6520. The forms described in paragraph 45 will be used in lieu of shipping tickets, memorandum receipts, stock record cards, etc.

e. The issuing authority normally designates when registered documents will be destroyed and upon such notification registered documents will be destroyed as indicated in paragraph 33 and report of destruction forwarded.

45. Prescribed forms.—*a.* War Department Form 32 (Record Card—Registered Documents or Devices), or similar form, will be used for recording all temporary transactions involving an individual registered document.

b. War Department Form 33 (Record Card—Documents (or Devices)—Post or Station), or similar form, will be used by each officer making a consolidated record of all transactions concerning registered documents. It serves as a check to prevent the undiscovered loss of the individual card, WD Form 32, or similar form.

c. War Department Form 34 (Seminnnual or Transfer Report of Registered Document (or Devices)) will be used in issuing or transferring registered documents or devices.

d. War Department Form 34a (Semiannual Report of Registered Documents (or Devices)) will be used in reporting a semiannual inventory of registered documents or devices.

e. Other forms authorized by separate branches for special purposes such as report of destruction will be employed where applicable.

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

46. Disposition or destruction of registered cryptographic material.—*a.* Whenever a person who has been issued registered secret, confidential, or restricted codes, ciphers, cipher devices, or documents pertaining thereto, has no further need for them, he will report that fact to the Chief, Army Security Agency or in the case of the field forces in time of war to the signal officer of the headquarters charged with the issue of such documents.

b. When it has become highly probable that cryptographic material will be subject to loss or compromise, all documents and translations of messages will be destroyed by burning, and the cipher machines or devices will be destroyed beyond use or repair, and if possible, beyond recognition.

SECTION IV

CRYPTOGRAPHIC SECURITY

	Paragraph
Authorization of cryptographic systems	47
Restrictions on use of authorized codes	48
Personnel authorized to perform cryptographic duties	49
Responsibility for security	50
Precautions necessary to insure cryptographic security	51
Responsibility for classification of messages	52
Drafting messages	53
Selection of cryptographic system	54
Paraphrasing messages	55
Method of handling outgoing secret messages	56
Method of handling incoming secret messages	57
Method of handling outgoing and incoming confidential messages	58
Method of handling restricted messages	59
Transmission of literal plain text and paraphrased versions of classified messages	60

47. Authorization of cryptographic systems.—All codes, ciphers, and cipher devices intended for use in the military service will be authorized only by the War Department. For forces in the field in time of war, this authority may be delegated to theater commanders and to oversea department commanders for special use within their theaters or departments.

48. Restrictions on use of authorized codes.—*a.* The use of any authorized code, cipher system, or cipher device for cryptographing personal messages is forbidden.

b. Messages for other departments of the Government and for commercial firms engaged in producing war material under Government contract may, when necessary, be cryptographed in War Department systems provided the text as supplied by the other Government department, *except the Navy Department*, or firm is paraphrased, without being referred to the originator, prior to transmission and also prior to delivery to an agency outside the Mililtary Establishment, except as provided in instructions pertaining to cryptographic systems issued by the War Department.

49. Personnel authorized to perform cryptographic duties.—*a. General.*—No authorized crytographic system will be employed by any person who is not thoroughly familiar with the provisions of these regulations and all instructions pertaining to the cryptographic system to be employed.

b. Classified messages.—The cryptographing and decryptographing of messages classified as top secret, secret, confidential or restricted will be performed under the supervision of a commissioned officer, but not necessarily in the immediate presence of such officer. For the specific qualifications of personnel who may

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

be permitted actually to perform cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

50. Responsibility for security.—*a.* At each headquarters holding crytographic material the commander will be responsible for all measures necessary to insure cryptographic security and physical security of cryptographic material. He will appoint a commissioned officer, properly cleared in accordance with War Department letter of instructions, as cryptographic security officer. At a headquarters where a message center is maintained, the cryptographic security officer will ordinarily be the officer in charge of the message center. The cryptographic security officer will be the custodian of cryptographic material and will represent the commander in all cryptographic security matters and all matters relating to the physical security of cryptographic material. It is the responsibility of the commander to make, or cause to be made by a commissioned officer cleared for cryptographic duties, other than the cryptographic security officer, a thorough periodic check to ascertain that cryptographic material is being properly handled and accounted for and that all directives pertaining to cryptographic operations are being strictly observed.

b. If the cryptographic security officer believes that, in view of his knowledge of other messages on the same or like subject, a message has been incorrectly classified, or if he believes that the regulations governing the drafting and classifying of the message have been violated, he will request the originator to make the necessary change in the message or in its classification. If the originator does not comply with the request of the cryptographic security officer, the matter will be referred to the commanding officer of the headquarters concerned for final decision.

51. Precautions necessary to insure cryptographic security.—In order to insure cryptographic security the following principles must be observed:

a. Cryptographic material will be given the most secure storage available and will never be left unattended except when locked in a three-combination safe or its equivalent. See also paragraph 31c in this connection. At a headquarters not maintaining a message center the files of literal plain text messages and of cryptograms must be stored in different locked containers. The literal plain text copies of messages must be stored in a three-combination lock safe or its equivalent.

b. Classified messages must be carefully drafted. The originator of a classified message is responsible for strict compliance with the provisions of paragraph 53.

c. The classification of messages must receive careful consideration by the originator, since overclassification and underclassification are equally to be avoided. Each message will be classified according to its contents in compliance with existing rules governing the classification of information (see pars. 11 and 13 to 17 incl.), subject to the modifications in *d* and *e* below.

d. Each message making a direct reference to a classified message by subject matter or reference number will be classified at least RESTRICTED except for a mere acknowledgment or as provided in *e* below.

e. One or more of the following italicized words may be used to make a plain language reply to a classified message the address of which is transmitted in the clear, provided the plain language reply consists only of a reference to the date-time group (which is transmitted in the clear) of the classified message and one or more of the following italicized words:

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

(1) *AFFIRMATIVE*, means "yes," "permission granted," "granted," "authorized," "concur," "approved," "recommend approval," "action completed," and equivalent expressions.

(2) *NEGATIVE*, means "no," "permission not granted," "not granted," "not authorized," "do not concur," "not approved," "do not recommend approval," "recommend disapproval," "action not completed," and similar expressions.

(3) *INTERROGATORY*, means "question," "I do not understand," "need more information," "meaning not clear," and similar expressions.

(4) *COMPLY*, includes "will comply," "have complied," or "you are to to comply," according to the contents of the message to which it refers.

(5) *LETTER*, includes the meanings "letter follows," "replying by letter," "by letter," and "reply by letter."

(6) *ACKNOWLEDGED*, means message has been received.

f. The selection of the proper cryptographic system is a responsibility of the cryptographic security officer or the custodian of cryptographic material where there is no cryptographic security officer. He will be governed by the provisions of paragraph 54.

g. If time and availability of personnel permit, the cryptographed text of messages will be checked prior to transmission. The check should determine that the instructions governing the system employed are carefully followed. Particular care must be taken to assure that no plain text appears in the body of the message.

h. The handling and filing of both plain and cryptographed text will conform to the procedure described in paragraphs 56 to 60 inclusive.

i. Paraphrasing is resorted to as a protection to the cryptographic system and will not warrant loose handling of classified messages. Paraphrasing is to be employed when—

(1) The content of previously cryptographed messages is released to the public or given a wide distribution within the Army.

(2) It is necessary to send in cryptographic form—

(*a*) All or portions of a message previously transmitted in plain text.

(*b*) Extracts from publications, regulations, or instructions.

(3) It is necessary to transmit in plain text all or portions of a message previously sent in cryptographic form.

(4) A classified message is recryptographed in a different cryptographic system.

(5) A classified message is recryptographed in the same system.

Exceptions to the necessity for paraphrasing may be granted only in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

j. When it is necessary to indicate in the text of a classified message information as to the ultimate addressee or the signature of the writer, such information will be buried within the text of the message before cryptographing and will not appear either at the beginning or at the ending of the message.

52. **Responsibility for classification of messages.**—*a.* Within the limitations prescribed in paragraph 58*b* the originator of a message is responsible that the classification given to it conforms to the definition given in paragraphs 5, 6, 7, and 8. He is also responsible for the proper marking of the message before forwarding it for transmission.

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

b. A message will be marked top secret, secret, confidential, restricted, or unclassified in accordance with its contents, except as prescribed in paragraph 58*b*(2).

53. Drafting messages.—*a.* Routine reports and messages which must be given a wide distribution, or the contents of which have been or may eventually be furnished the press, or which contain extracts or quotations from a newspaper, magazine, or any other document available to the public, will if possible be prepared so as to permit their transmission in the clear or will be crypographed in special systems which permit the handling of the plain texts of the messages as correspondence of similar classification, otherwise, such reports and messages will be paraphrasad in accordance with *d* below.

b. Standardization of the content and form of such documents as field orders and operation instructions is necessary, but when fixed expressions are repeated in a message, cryptographic security is greatly endangered. Hence stereotyped phraseology and set form of expression, especially at the beginning or ending of a message which is to be cryptographed will not be used. A list of words considered universally to be stereotyped is furnished by the War Department. Except as specifically provided for in certain cryptgraphic systems or as specifically authorized by the War Department, the use of dummy letters or irrelevant text as "padding" for the purpose of concealing stereotypic phraseology is prohibited. Personnel concerned with the drafting of classified messages will guard against repeated use of the same words or phrases.

c. Words not important to the sense will be omitted. Conjunctions, prepositions, and punctuation marks will be reduced to a minimum. Unless it is known that a message will be sent in clear text over an approved circuit or in a cryptographic system capable of enciphering punctuation marks as such, all punctuation marks included in the body of the message will be spelled either in full or abbreviated form. In similar circumstances, numbers will be also spelled out.

d. Except when it is known that a classified message will be sent in clear text over an approved circuit or in a cryptographic system not requiring the protection afforded by paraphrasing, the originator of all classified messages will paraphrase such portions as are quoted from—

(1) A message in clear text.
(2) A message in the same or another cryptographic system.
(3) A newspaper, magazine, or document.

54. Selection of cryptographic system.—*a.* Cryptographic systems are supplied for handling messages of all classifications. All classified messages, except those transmitted in accordance with the provisions of paragraphs 25*b* and 58*b*(2), will be transmitted in cryptographed form, unless specific exception is made by the War Department.

b. Selection of the cryptographic system to be employed for the cryptographing of a message will be based on the following considerations:

(1) A system authorized for the particular type and classification of message will be used.
(2) Where all addressees can be reached by the same system, the least widely held system available will be used, unless a definite operational advantage will be gained by using a more rapid system for one or more of the addressees. Where all addressees cannot be reached by the same system, the same principle will be applied to the extent permitted by the available systems. Cryptographing of the same or related subject matter in different systems will be

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

kept to a minimum. Headquarters or commands in frequent communication should normally use the same system for exchange of the same type of messages.

c. The determination of the need for paraphrased versions is a function of the cryptographic security officer who may require the assistance of the originator of the message in the preparation of the necessary paraphrases. Where practicable, the cryptographic security officer will furnish copies of the paraphrased versions to the originator, except as noted ir paragraph 48*b*.

55. Paraphrasing messages.—*a.* In paraphrasing, it is not sufficient to paraphrase only the beginning or ending of the message. The entire message will be subjected to the process.

b. When paraphrasing must be employed, all of the following processes will be applied to the message:

(1) Changing the sequence of the paragraphs.
(2) Changing the sequence of the sentences in each paragraph.
(3) Shifting the positions of the subject, predicate, and modifiers in each sentence.
(4) Changing from active to passive voice or vice versa.
(5) Substituting synonyms or equivalent expressions.
(6) Changing the length of the paraphrased version of the message in order that the final ciphe.' text will not resemble the original cipher text with respect to length.

c. A paraphrase of a message normally will be accorded the same classification as the original message.

56. Method of handling outgoing secret messages.—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. Except as noted in *c* below or as authorized in accordance with the intructions pertaining to certain cryptographic systems issued by the War Department, the originator will prepare and number all copies of secret messages, send the original to the message center, and may retain, when security is not imperiled thereby, one copy for temporary file. Other carbon copies, all numbered and bearing the following notation, may be sent to local officers directly concerned:

The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to the originator without delay.

All such copies will be carefully accounted for by the originator and will be destroyed wher returned. The copy in the temporary file will also be destroyed upon determination that the message has been correctly dispatched.

c. Messages pertaining to tactical operations, simulated or actual, may be prepared in triplicate. One carbon may be retained by the originator and the original and one carbon delivered to the message center.

d. The original plain-text copy sent to the message center by the originator will be cryptographed at the cryptographic section of the message center. The number of copies of the cryptogr»phed message will be kept at a minimum commensurate witb the necessity for furnishing copies to the various transmission agencies. All work sheets used in cryptographing the message will be destroyed by burning. The placing on the origina' plain-text copy of any marks or notations to indicate the steps following in cryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of columns

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

of keys, etc. is forbidden. All copies of cryptographed messages retained by transmitting agencies will be safeguarded so as not to fall into unauthorized hands.

e. The original copy of the literal plain text will be marked SENT (date) and returned to the originator who will place it in his secret file for outgoing messages and destroy the retained copy by burning.

f. The transmitting agency will send the cryptographed message, retaining at least one copy in its file of outgoing messages for final disposition in accordance with local regulations.

g. When certain cryptographic systems are used in which no copy of the cipher text is available, a copy of the plain text may be retained by the message center for file.

h. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a*(2) and (3).

57. Method of handling incoming secret messages.—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. The original copy of an incoming cryptographed message as made by the receiving operator will go to the cryptographic section of the message center. A duplicate copy may be made by the receiving operator for the files of the receiving station or message center, where it will be disposed of in accordance with local regulations.

c. A cryptographer will decryptograph the message, making only one copy of the decryptographed literal plain text, which will be marked SECRET and delivered to the addressee. The cryptographed version will be retained in the files of the message center, where it will be disposed of in accordance with local regulations. All work sheets used in decryptographing will be destroyed by burning. The cryptographic section will not retain any copy of the plain text for its files, except as provided in paragraph 56*g*. The placing on the message blank of any marks or notations to indicate the steps followed in decryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of colums of key, etc., is forbidden.

d. Except where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department, the addressee may make and circulate only a limited number of literal copies for the information of other officers directly concerned. These carbon copies will all be numbered and bear the following notation:

> The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to ——— without delay.

All such information copies will be carefully accounted for by the addressee and will be destroyed when returned.

e. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a*(3).

58. Method of handling outgoing and incoming confidential messages.—*a.—Procedure.*—The procedure to be followed in the handling of messages in confidential codes or ciphers will be substantially the same as that prescribed for those transmitted in secret code or cipher, except within the War Department, in which the procedure will be as determined by the Chief of Staff. They will, however, be marked and safeguarded in accordance with provisions of these regulations governing confidential documents.

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

b. In tactical operations, simulated or actual.

(1) All messages not classified secret will be regarded as confidential but need not be so marked. All wire and radio messages except those noted in (2) below will be transmitted in cryptographic form.

(2) When the information to be transmitted, if intercepted by the enemy, cannot be acted upon in time to influence the situation in question and time cannot be spared for cryptographing, the commanding officer or his authorized representative may order the transmission of a message in plain language by a radio station serving his headquarters or command. Such written messages will be marked SEND IN CLEAR over the signature of the commander or his authorized representative.

59. Method of handling restricted messages.—The procedure to be followed in the handling of messages in restricted codes and ciphers will be substantially the same as that prescribed for those in confidential code or cipher.

60. Transmission of literal plain text and paraphrased versions of classified messages.—*a.* The sending by any means whatsoever of the literal plain text of a message which has been or will be transmitted in crytographed form is strictly prohibited except as stated below:

(1) Authorized specifically by the War Department.

(2) Authorized local distribution within a headquarters by messenger.

(3) In exceptional cases, when necessary in the performance of his duties, an authorized person may carry the literal plain text of a classified message provided the security requirements pertaining to the transmission of classified material are observed.

(4) Where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

b. In cases of emergency or necessity paraphrased versions of the plain text of a cryptographed message will be sent—

(1) In accordance with the provisions of paragraphs 51*i* and 55*c*.

(2) In accordance with the provisions of paragraph 26 as applied to secret cryptographic material.

(3) When it is necessary to send between headquarters by mail or courier a paraphrased copy of a message which has been or will be crytographed, copy will be marked or stamped "This is a paraphrase."

SECTION V

MATÉRIEL

	Paragraph
Authority to classify	61
Notification of classification or reclassification	62
Responsibility for safeguarding technical information	63
Classification of information from commercial firms	64
Dissemination of classified technical information	65
Destruction of classified matériel	66
Invitations for bids and contracts	67
Consultations with responsible manufacturers	68
Responsibility of Army representatives or inspectors	69
Responsibility of Government contractors	70
Tests of classified matériel	71
Public display of classified matériel	72
Release of information or sale of matériel	73
Protection of shipments via commercial carriers within United States or its possessions	74

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

61. Authority to classify.—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that the maintenance of any degree of secrecy regarding them is sufficiently important to the national defense, he will classify it as top secret, secret, confidential or restricted.

62. Notification of classification or reclassification.—Whenever the chief of a technical service in charge of a research project, design, development, test, or production of a unit of matériel or component thereof shall determine that matériel of interest to other commands should remain classified after issue or that a change or cancellation of classification is desired, he will notify The Adjutant General, who in turn will inform all concerned.

63. Responsibility for safeguarding technical information.—*a.* Chiefs of technical services engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified matériel are responsible for the promulgation of such additional instruments as may be required for the safeguarding of information in the offices, establishments, laboratories, shops, or Army posts under their jurisdiction.

b. All top secret, secret, confidential, or restricted models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

64. Classification of information from commercial firms.—Information obtained from civilian manufacturers concerning proprietary processes will be classified as confidential unless otherwise authorized by the firm concerned.

65. Dissemination of classified technical information.—Classified information concerning technical projects or developments may be imparted only to those individuals whose official duties require such knowledge or possession, and to accredited representatives of foreign nations in accordance with the provisions of paragraph 20*b*.

66. Destruction of classified matériel.—*a. Authority to direct.*—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that their destruction is necessary to safeguard information thereof, he will issue the necessary directive.

b. Procedure in destruction of classified matériel.—When destruction of classified matériel has been directed—

(1) The custodian thereof will remove all components of a classified nature and destroy them by burning or by mutilation in the presence of a disinterested officer. The balance of the matériel will then be processed in accordance with existing regulations for the disposition of unserviceable property, or for salvage.

(2) If the above is not practicable, the custodian will destroy the entire article of matériel by burning or by mutilation in the presence of a disinterested officer.

(3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the headquarters has only one com-

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

missioned officer, the report will so state. Exception hereto may be authorized only by the War Department.

67. Invitations for bids and contracts.—*a.* Prior to furnishing a prospective bidder, subbidder, contractor, or subcontractor with drawings, specifications, or other pertinent information concerning any project or projects of a top secret, secret, confidential, or restricted nature and annually thereafter so long as such documents, etc., are in his custody, clearance will be obtained in accordance with separate letter instructions and a general secrecy agreement reading substantially as follows will be signed by the individual or by a responsible officer on behalf of the firm or corporation concerned:

In consideration of the receipt of drawings, specifications, and accompanying inclosures, models, or matériel, and information disclosed orally, concerning projects of a top secret, secret, confidential, or restricted nature, delivered to the undersigned prior to or coincident with the date of this agreement and listed on Exhibit A which is attached hereto and made a part hereof, or to be issued to the undersigned subsequent to the date of this agreement, the following terms are agreed to by or on behalf of the undersigned individual, firm, or corporation, and any and all representatives, agents, employees, or subbidders or subcontractors thereof:

1. The undersigned will neither supply nor disclose any information regarding the drawings, specifications, and accompanying inclosures or models or matériel, or information disclosed orally, referred to herein to any unauthorized person, or incorporate in other projects special features of design or construction peculiar to such drawings, specifications, and accompanying inclosures, or models or matériel, or information disclosed orally.

2. (*a*) The undersigned will *not permit any alien* employed or to be employed by the undersigned or by any subbidder or subcontractor to have access to the drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to engineering principles, compositions, subassemblies, or assemblies which are vital to the functioning or use of the article or to the work under any contract for the production thereof, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

(*b*) If the project or projects bear a top secret or secret classification, the undersigned will *not permit any individual* to have access to the top secret or secret drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to the top secret or secret engineering principles, compositions, assemblies, or subassemblies, or to work under any contract for the production of such top secret or secret items, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

3. The undersigned will not make or permit to be made reproductions of the drawings, specifications, and accompanying inclosures, or of the models or matériel, except as specifically authorized by the contracting officer or his duly authorized representative. If reproduction of any drawings, specifications, and accompanying papers, or of models or matériel, is authorized, the undersigned will promptly submit the product obtained to the contracting officer or his duly authorized representative for censorship or such other action as he may deem necessary.

4. If a bid is not submitted on a project of a top secret, secret, confidential, or restricted nature as to which classified drawings, specifications, and accompanying inclosures, and models or matériel have been issued to the undersigned, or if a bid is made and not accepted, or in case award is made, upon the completion of the contract, the undersigned will promptly return by hand, by registered mail, or by insured express, such drawings, specifications, and accompanying papers, or models or matériel, together with all copies thereof, to the office from which the original copies were received. Registered mail or insured express will not be used in returning top secret matter.

5. (*a*) The undersigned agrees to bring or cause to be brought to the attention of all persons engaged in the preparation of the bid, whether submitted or not, including subbidders and their employees, the following provisions of law:

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

Espionage Act: Subparagraphs (d) and (e), sec. 1, act 15 June 1917 (40 Stat. 217); sec. 1, act 28 March 1940 (54 Stat. 79; 50 U. S. C. 31; M. L., 1939, Supp. I, sec. 2181).

Sec. 1, act 12 January 1938 (52 Stat. 3; 50 U. S. C. 45; M. L., 1939, sec. 2187a), and E. O. 8381, 22 March 1940; 5 F. R. 1147; 50 U. S. C. 45; M. L., 1939, Supp. III, sec. 2187a.

Second War Powers Act, 1942, sec. 1402, 1403, act 27 March 1942 (Public Law 507—77th Cong.), as extended by act 20 December 1944 (58 Stat. 827; 50 U. S. C. Supp. IV, sec. 645).

(*b*) If the successful bidder on any project, the undersigned agrees also to bring or cause to be brought to the attention of all persons engaged in the performance of the contract, including persons employed on subcontracts, the provisions of the law enumerated in (*a*) above.

6. The undersigned further agrees that no information in connection with any confidential or restricted project will be given to any person not in the contractor's or subcontractor's employ except upon the written consent beforehand of the contracting officer or his duly authorized representative.

b. The execution of the general secrecy agreement required in *a* above with any individual, firm, or corporation whether it be the prime contractor or subcontractor, prior to the delivery of any classified military information, and the annual secrecy agreements executed thereafter, will constitute authority for delivery to such individual, firm, or corporation from time to time of other or additional classified information pertaining to any top secret, secret, confidential, or restricted project, without the necessity of executing a specific secrecy agreement in each case. A receipt substantially as follows will be obtained when the additional classified data are submitted to those who have entered into such agreement:

Receipt is acknowledged of _____ and it is recognized that these data are classified and come within the purview of the secrecy agreement signed by _____ on _____.

c. If the project(s) or contract(s) bear a top secret or secret classification, two copies of the executed secrecy agreement or agreements and two copies of each annual secrecy agreement executed thereafter will be transmitted promptly by the procuring agency to the commanding general of the army within the area in which the work will be, or may be, performed. The commanding general of the army concerned will retain one copy and forward one copy to the Provost Marshal General.

d. It is the responsibility of each representative of the War Department who invites bids in connection with a project or projects of a top secret or secret classification, to transmit promptly the following information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

(1) The name and addresses of each prospective bidder or subbidder.
(2) The address; full first and last names and middle initial; date and place of birth, of each officer and director and of all persons who will have access to the top secret and secret matériel.
(3) The location of the facility at which the work involved will be, or may be, performed.
(4) The date of invitation for bids.

e. It is the responsibility of each representative of the War Department who enters into a contract classified as top secret or secret, to transmit promptly the following additional information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

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

(1) The name and address of each contractor or subcontractor.
(2) The address; full first and last names and middle initial; date and place of birth, of each employee or other person who will have access to the top secret or secret matériel not included in *d* (2) above.
(3) The location of the facility at which the work involved will be, or may be, performed.
(4) The date of award of contract or subcontract, and probable date of commencement of work thereunder.

f. The commanding general of the army concerned will retain one copy and forward one copy of the reports received in accordance with *d* and *e* above, to the Provost Marshal General.

68. Consultation with responsible manufacturers.—The commanding officers of arsenals and depots and other officers engaged in work on Government contracts are authorized to consult with all interested manufacturers or their representatives, inventors, and other persons concerning technical matters in which they have a legitimate interest. They will, however, inform all such persons of the classification of the projects, works, and developments.

69. Responsibility of Army representatives or inspectors.—*a.* The Army representatives or inspectors of the technical service are the local representatives of the War Department and will take the necessary measures to insure the safeguarding of classified information or projects in the hands of the contractors or subcontractors or in process of manufacture in their plants.

b. Army representatives or inspectors will advise contractors or subcontractors as to their responsibilities and the practical measures to be taken to safeguard top secret, secret, confidential, or restricted matters, and will act favorably, if practicable, on any suggestion or request of the company tending to preserve secrecy. If at any time conditions at any plant, or any action of a company or its employees, jeopardize the security of classified matter pertaining to the War Department or violate the provisions of the Espionage Act, the Army representative or inspector will request the contractor or subcontractor to take prompt remedial action. If adequate precautionary measures are not taken immediately, he will report promptly to the chief of the technical service concerned and, if the situation requires, to the commanding general of the army in which the item is in process of manufacture.

c. When Army and Navy inspectors are on duty at the same plant, the Army inspector will coordinate all security measures with the Navy inspector in order to avoid conflicting demands upon contractors.

70. Responsibility of Government contractors.—*a.* A private individual, firm, or corporation which enters into a contract to engage in technical work for the War Department becomes responsible in matters within his or its control for the safeguarding of all top secret, secret, confidential, or restricted matters that may be disclosed or that may be developed in connection therewith. A clause to this effect will be included in such a contract, but its omission will not release the contractor from his responsibility under the Espionage Act and other pertinent laws.

b. Contractors are responsible that all classified projects allotted to subcontractors or agents are fully protected by a similar agreement.

c. Whenever for any reason a contract agreement or subcontract has been made which does not include a security clause but later is found to involve top secret, secret, confidential, or restricted matter, the technical service concerned will take the necessary steps to insure that the project or work is properly

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

classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

71. Tests of classified matériel.—Tests of classified matériel will be adequately safeguarded by all responsible officers.

72. Public display of classified matériel.—*a.* Commanding officers are responsible that all classified parts, components, or features of matériel are properly safeguarded during maneuvers, drills, parades, ceremonies, assemblages, demonstrations, or exhibitions, or exhibitions, open to the general public.

b. (1) Photographs of equipment while in process of development or those revealing processes of manufacture are prohibited unless authorized by the chief of technical service concerned. After an article of equipment has been issued to combat units, release of photographs is permissible unless specifically prohibited by the instructions issued therewith.

(2) Requests for permission to take photographs of classified matériel, projects, or processes of manufacture will be referred to the War Department through the proper chief of technical service. If authority is granted, it will be with the understanding that the resulting photographs will be submitted to the War Department for review prior to release.

73. Release of information or sale of matériel.—*a. General.*—Domestic sale, divulging information in connection with negotiations for foreign sale, and foreign manufacture of items of Army and Navy matériel and equipment are not permitted unless the War and Navy Department are agreed that military secrecy is not compromised thereby.

b. International traffic in arms.

(1) The State Department administers international traffic in arms and military matériel coming within the scope of the Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.

(2) The State Department will not release for foreign sale any item comwithin the scope of these regulations until the War and Navy Departments have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

74. Protection of shipments via commercial carriers within United States or its possessions.—*a. Selection of shipping method.*—Disclosure of information pertaining to classified matériel will be prevented during transportation by one of the following methods of shipment, to be determined by a commissioned officer of the service, force, or organization authorizing its movement qualified to make such classification, by a higher authority so qualified, or by a military attaché.

b. Protection documents.—If size and quantity permit, classified matériel may be handled in the same manner as provided for similarly classified documents in paragraphs 26 to 29 inclusive. In cases where matériel is of such size or quantity as to create suspicion of its character and entail additional risk when transported in the same manner as documents, another method will be used.

c. Railway express service protected by carrier's guards.—Top secret, secret, or confidential shipments may be shipped via Railway Express Agency, Incorporated, after advance arrangements have been made for carrier to guard matériel from the time it leaves the hands of consignor until delivered to consignee. Notwithstanding the general prohibition of insurance on Government shipments any classified shipments may be shipped at their actual value and notation of such

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

value made on the bills of lading. (See AR 55-105, AR 55-155, and TM 55-550.) The officer determining the method of shipment will certify to the officer issuing the bill of lading the valuation to be used.

d. Ordinary railway express service protected by military guards.—This method of shipment may be chosen for top secret, secret, or confidential matériel as provided in *a* above. In such case the principles of regulations governing guarding of freight shipments (see par. 8, AR 55-155) will be followed so far as appropriate for express service, with the definite exception that guards with express shipments will be furnished with transportation requests. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements.

e. Air express via commercial air lines protected by military guards.—The provisions of *d* above will govern generally.

f. Rail freight service protected by military guards.—See paragraph 8, AR 55-155.

g. Ordinary motor truck freight protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. Only one guard will be used for short runs unless more are necessary.

h. Water freight service protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. When vessels are used which have arrangements for carrying passengers, transportation requests will be issued. When vessels are used which do not have arrangements for carrying public passengers, carriage free or at a reasonable charge, appropriate arrangements for meals will be negotiated.

i. Straight or mixed troop trains.—Classified matériel accompanying troops will be adequately guarded by organization personnel.

j. Guards.—Guards sufficiently armed will be provided in accordance with paragraph 8, AR 55-155. Neither carrier's nor military guards will be used for the sole purpose of preventing disclosure of information of restricted matériel. Guarded service may be used on any shipment when necessary to prevent physical sabotage. When possible, where concealment of the arm is not necessary, submachine guns, automatic rifles, or rifles should be provided in preference to pistols.

k. Shipment, confidential matériel without guard.—Shipments of confidential matériel, except crytographic equipment and components thereof may, at the discretion of the chief of the technical service involved, be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

l. Shipment, restricted matériel without guard.—Shipments of restricted matériel, except cryptographic equipment and components thereof, may be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the

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

car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

m. Shipment, cryptographic matériel.—For specific means of shipments of cryptographic matériel reference should be made to letter instruction on this subject issued by the War Department.

n. Shipment, classified files.—Shipments of classified files to records depots and War Department records depositories will be made as follows:

(1) When the quantity of top secret, secret, or confidential documents remainng after down grading is small, the documents will be transmitted under separate cover as provided elsewhere in these regulations for the transmission of individual documents. A charge-out will be placed in the folder which contained the document and the document will be properly identified as to the file and folder from which extracted prior to transmission.

(2) When the quantity of top secret, secret, and confidential documents which cannot be down graded makes the procedure above impracticable, the files in which such documents are maintained will be packed in the standard records boxes prescribed by TM 12–259, securely fastened by flat steel straps. The outside of the box will contain no indication of the classified character of the files. The boxes will be shipped under security regulations applicable to bulk shipments of classified matériel except that top secret and cryptographic documents and messages in all cases will be accompanied by an officer courier in addition to armed guards.

(3) Shipment of restricted files. Such files will be shipped in standard records boxes in the same manner as prescribed for unclassified files.

SECTION VI

VISITORS

	Paragraph
Classification	75
Authority for admission	76
Responsibility of commanding officer, Army representative, or inspector	77
Responsibility of Government contractors	78

75. Classification.—*a. Foreign nationals.*—For the purpose of these regulations, the term "foreign nationals" includes all persons not citizens of the United States, and citizens of the United States while a representative, official, or employee of a foreign government, firm, corporation, or individual.

b. United States citizens.—All citizens of the United States not included in *a* above.

76. Authority for admission.—*a. General.*—Correspondence and communications relating to visits will be routed direct between the various offices concerned.

b. Foreign nationals. (See par. 75*a*.)

(1) Subject to the approval of the facility concerned, foreign nationals may be authorized by local authority to visit commercial facilities provided no classified work or project is shown or discussed.

(2) Foreign nationals may be admitted to military installations for social purposes, for activities open to the general public, and in connection with emergency landings, by authority of the commanding officer provided no classified features are shown or discussed.

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

(3) Foreign nationals may be admitted to Government facilities; military installations except as provided in (2) above; and commercial facilities where classified work, projects or features will be shown or discussed, only on written authority of the Director of Intelligence, War Department General Staff.

(4) Application for visits which require War Department authorization will be made through the appropriate diplomatic representatives, except in the case of foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States for whom applications will be submitted by their employers, approved by the commanding officer or management of the facility to be visited, and forwarded with the recommendation of the chief of the technical service or appropriate commanding general of the army concerned to the Director of Intelligence, War Department General Staff, who will secure the recommendation of the Navy Department. Applications submitted through either of the channels described above will include the following information:

(*a*) Name in full.
(*b*) Official title or position.
(*c*) Name of plant or plants, posts, camps, or airfields to which admission is desired.
(*d*) Date of visit or dates between which visits are desired.
(*e*) Purpose of visit.

For foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States the following additional information will be required:

(*f*) Nationality.
(*g*) Length of service with present employer.

(5) Prior to authorizing a visit to a War Department installation or to a commercial facility where classified work, projects, or features will be shown or discussed, the Director of Intelligence, War Department General Staff, will secure the recommendations of the Navy Department and the chief of the technical service concerned. Members of the armed forces of Canada and Mexico may, however, be admitted to Army posts, camps, and airfields near the borders of those countries for occasional visits on the authority of the commanding general of the army, defense command, or air force command having jurisdiction over such posts, camps, or airfields, without reference to higher authority.

c. United States citizens.—Subject to the approval of the commanding officer or the contractor, United States citizens, except those representing a foreign government, firm, or corporation, may be admitted to War Department or commercial manufacturing establishments engaged on classified work or projects under the following conditions:

(1) Casual visitors may be admitted provided no classified work or project is shown or discussed.

(2) Representatives of other United States Government agencies, manufacturers, or their representatives, engineers, and inventors cooperating in War Department work and having a legitimate interest

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

therein may be shown such works or projects as are considered necessary and desirable by the responsible chief of technical service. Authority for admission will be in writing.

(3) Accredited reporters, photographers, and other representatives of publicity agencies may be admitted to War Department installations or manufacturing establishments engaged on work for the War Department, *provided*, classified matter, projects, or processes of manufacture are not shown or discussed with them.

77. Responsibility of commanding officer, Army representative, or inspector.—*a.* The commanding officer of a military establishment or the Army representative or inspector at a commercial establishment is the local representative of the War Department in all matters regarding the admission of visitors. If, in his opinion, the situation at the time makes the admission of a visitor inadvisable, he is empowered to postpone the visit and request instructions from the office which authorized it.

b. The commanding officer or Army representative will make a report to the Director of Intelligence, War Department General Staff, through the appropriate chief of technical service or commanding general of the army concerned, giving the following information concerning foreigners who visit establishments engaged in classified projects:

(1) Name, official position, and nationality.
(2) Authority for the visit.
(3) Matters in which the visitors showed the greatest interest.
(4) General nature of questions asked.
(5) Expressed object of the visit.
(6) Inspector's estimate of the real object of the visit.
(7) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(8) A brief list of what was shown and explained.

78. Responsibility of Government contractors.—*a.* Contractors or subcontractors engaged in work for the War Department must place such restrictions on the movements of persons employed or entering their plants or offices as will give adequate security to top secret, secret, confidential, or restricted matters in their possession. In view of the wide differences in organization, arrangement, and physical make-up of individual plants, no specific rules are practicable. Therefore, local conditions at the plant and the classification of the project will determine the security measures to be adopted.

b. The following general procedure in regard to visitors at establishments or plants engaged in classified projects for the War Department is prescribed:

(1) Visitors will be accompanied during their stay at the plant by the inspector or Army representative, a member of his office, or some responsible person who is specifically informed as to the necessary limitations or restrictions, the scope of the visit, and the information which may be furnished.

(2) Unless specifically authorized by the authorities mentioned in paragraph 76, visitors will not be allowed in any shop, laboratory, drafting room, or section of a plant where top secret, secret, confidential, or restricted matériel is located or where classified work is in progress, nor will they be permitted to take photographs.

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

c. (1) War Department contractors will submit to the commanding general of the army or chief of technical service, whichever is appropriate, immediately upon completion of the visit, a report of all visitors, except United States citizens, who have gained information concerning the classified work or projects. The reports will include the following information:

(*a*) Name, official position, and nationality.
(*b*) Authority for visit.
(*c*) Matters in which the visitors showed the greatest interest.
(*d*) General nature of questions asked.
(*e*) Expressed object of the visit.
(*f*) Estimate of the real object of the visit.
(*g*) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(*h*) A brief list of what was shown and explained.

(2) The commanding general of the army or chief of technical service, whichever is appropriate, will submit the reports to the Director of Intelligence, War Department General Staff, through the appropriate chief of technical service.

SECTION VII

AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED AREAS

	Paragraph
Air space reservations	79
Restricted areas	80
Reserved areas; establishment	81

79. Air space reservations.—*a. Establishment.*—Air space reservations over military installations or reservations over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes are established by executive order of the President of the United States, or by a State, Commonwealth, or Territory.

b. Responsibility of commanding officers.—The commanding officer of a military reservation, post, camp, station, or installation over which an air space reservation has been established is responsible for the surveillance of the designated air space and for prompt report to The Adjutant General, through military channels, of any illegal flight therein.

80. Restricted areas.—*a. Designation.*—The commanding officer of a military reservation, post, camp, station, or installation is responsible for the designation and proper safeguarding of restricted areas in his military reservation, post, camp, station, or installation. If local conditions dictate, he will mark all ordinary entrances or approaches to such areas with a sign reading as follows:

WARNING

RESTRICTED AREA

It is unlawful to enter within this _____ without written permission of _____.
(Area, building, etc.) (Authority)

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

b. Procedure in case of violation.

(1) The commanding officer of a military reservation, post, camp, station, or installation will cause any person not subject to military law who enters a restricted area or building to be detained, warned of his rights, and interrogated by proper authority. If it is a first offense and there is no evidence of deliberate intent, the offender may be warned against repetition and released upon the surrender of any unlawful photograph, sketch, picture, drawing, map, or graphic representation in his possession. Otherwise the offender will be delivered without unnecessary delay to the nearest United States marshal with a written statement of the facts, the names and addresses of the witnesses, and such pertinent exhibits as may be available.

(2) When an investigation reveals that a person not subject to military law has entered such a restricted area or building, custody of the individual not having been effected, the commanding officer will promptly forward in writing to the nearest United States district attorney a report of all the facts, including the names and addresses of the witnesses.

(3) A report will be made through military channels to the commanding general of the army concerned of each case brought to the attention of civil authority and will include a brief of all the facts and copies of all pertinent communications.

81. Reserved areas; establishment.—Areas reserved for military or national defense purposes, admittance to which is either restricted or prohibited, are set apart by executive order of the President of the United States or by order of the Secretary of the Interior.

SECTION VIII

TROOP MOVEMENTS, INDIVIDUAL TRAVEL, AND MOVEMENT OF SUPPLIES

	Paragraph
General	82
Classification requirements	83
Dissemination of information	84
Rail and motor movements	85
In staging areas	86
Embarkation	87
Movement of vessels in harbors	88
At sea	89
Returns to continental United States	90
Movements by air	91
Theater of operations in continental United States	92
Higher classification	93
Reason for classification	94
Periods of peace or following termination of hostilities	95

82. General.—*a. Application.*—The provisions of *b* below and paragraphs 83 to 94 inclusive, will apply during periods of hostilities. The provisions of paragraph 95 will apply during periods of peace or following the termination of hostilities and before peace is formally declared.

b. Responsibility of commanding officers.—Commanding officers of units, replacements, or individuals affected by the provisions of this section are responsible that such personnel are instructed in these provisions, advised of their appli-

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

cability, and warned of the danger involved in the disclosure to unauthorized persons of classified information concerning troop movements or movement of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations.

83. Classification requirements.—*a. Movement of personnel or supplies.*— Information of movements of personnel or supplies will be classified, when appropriate, as secret, confidential, or restricted by, or by authority of, any officer authorized to make or authorize secret classifications under paragraph 10*a*. In order to insure proper and uniform classification, it is essential that documents concerning movements be classified, when appropriate, in accordance with the principles contained in this section.

b. Troop movements or travel of replacements to theater of operations.— The following elements of information concerning troop movements or travel of replacements or individuals to a theater of operations will normally be classified as indicated, except as stated in paragraph 91:

(1) *Secret.*—Documents which contain any one of the following elements, either directly or by implication, require a classification of secret:

(*a*) Oversea or intertheater destination in the clear, when such destination is an active theater of operations or a specific location within an active or inactive theater of operations.

(*b*) A specific port of destination within continental United States for return to continental United States in travel by water.

(*c*) Date and time of departure from a port of embarkation, a port of debarkation en route, a port of aerial embarkation, or a port of aerial debarkation en route.

(*d*) Route, name, or destination of ship or convoy.

(*e*) Estimated time of arrival at an oversea or intertheater destination, or at ports or airports of debarkation en route.

(*f*) The meaning of an assigned shipment number so far as it represents a specific oversea or intertheater destination.

(*g*) The oversea or intertheater destination represented by a temporary APO number.

(*h*) Events en route involving enemy action.

(2) *Confidential.*—Documents which contain any of the following elements will be classified confidential:

(*a*) Inactive theater of operations as a destination, in the clear, provided the exact destination within the theater is not shown.

(*b*) Information or description of unit movements of nonoperational significance within areas in or adjacent to active theaters of operations.

(*c*) A list or tabulation of two or more units combined with and included under a single shipment number or other comparable code designation. The combination of a single unit with its oversea shipment number and letter, or other comparable code designation, however, is restricted information.

(3) *Restricted.*—The following types of information, or documents containing this information, except as indicated in (1) and (2) above, will normally be classified restricted:

(*a*) Orders, communications, reports, and other documents con-

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

cerning troop movements, oversea or domestic travel of replacements, or oversea travel of individuals. However, reports and communications concerning movements need not be classified if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment number and letter (or other comparable code designation), by temporary APO number, or by main number.

(*b*) Troop movements between inactive theaters of operations, between the United States and inactive theaters of operations, within inactive theaters of operations, and domestic troop movements whithin continental United States, provided such movements are not associated with further movement to an active theater of operations.

(*c*) Continental United States as a destination in the clear, provided the specific port of debarkation in travel by water is not shown.

c. Domestic travel within continental United States.—Domestic travel within continental United States of individuals which is not associated with further movement to a theater of operations or with classified activities will not normally require classification.

d. Movement of supplies.

(*1*) Movements of supplies and impedimenta which are to accompany units, or are destined for, or otherwise associated with specific units or specific troop movements will be governed by the classification requirements set forth in *b* above.

(*2*) Movements of supplies which are not associated with specific units or troop movements:

(*a*) Movements will normally carry a coded destination symbol such as a shipping designator or shipment number. Documents covering such shipments which by inference or by literal reference compromise the meaning of the coded destination symbol will require a classification at least as high as that of the meaning of such coded symbol.

(*b*) Movements may be addressed in the clear to oversea destination when authorized by the Secretary of War. This method of addressing will not normally be used when the presence of military installations such as oversea ports, combat airfields, harbor defenses, or similar establishments will be exposed thereby.

(*c*) When a coded designation of specific shipments, projects, or locations, such as a consignee combination, is used in combination with a coded destination symbol, the coded designation will be classified at least as high as the meaning of the coded destination symbol. Documents and reports covering shipments may be unclassified where the meaning, coded destination symbols, coded shipment designations, or other coded data covering the shipment are not revealed or otherwise compromised.

e. Movement of personnel or supplies by hospital ship.—Orders for movement of personnel or supplies by hospital ship will be unclassified if it is necessary

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

that such orders accompany the personnel or supplies aboard the hospital ship. See AR 55-530.

84. **Dissemination of information.**—*a.* All persons connected with the military service who receive information concerning movements of personnel or supplies classified in accordance with paragraphs 83, 90, 91, and 92 are forbidden to make public or to inform unauthorized persons concerning the classified elements of such movements.

b. When it is necessary to advise relatives or other persons of approaching departure, individuals connected with the military service will not disclose any classified information.

c. Arrival in a theater of operations does not diminish the necessity of safeguarding classified elements of information concerning the movement. After such arrival, no information will be given to unauthorized persons concerning names, destinations, or organizations, names of vessels, data concerning convoys, routes pursued, measures taken to avoid attack, date of arrival, debarkation or departure, or number of troops, or kind of cargoes carried.

85. **Rail and motor movements.**—*a.* Reports concerning arrivals and departure of rail or motor movements within the United States which for any reason are classified, may be transmitted to persons authorized to receive such reports, unclassified, provided unit designations are not included therein.

b. When rail or motor movements or travel of personnel are made preliminary to movement to a theater of operations, cars, baggage, and impedimenta will not be marked in the clear to show oversea destination, date of departure, name of ship, or other classified elements of information. In such cases, impedimenta will be marked with the assigned shipment number and letter or other comparable code designation. The unit designation will not be used as a marking on impedimenta, although the company letter or abbreviation may be used to identify the impedimenta of each company or similar unit in the movement.

86. **In staging areas.**—*a.* Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of ports or airports of embarkation are authorized to restrict to prescribed limits all personnel under orders for movement to a theater of operations for a period not to exceed 48 hours prior to departure. During this period of restriction, communication with other military personnel and civilians may be prevented or limited as may be considered necessary by the port or airport commander concerned. Special authority must be obtained from the War Department (if in the United States) or the theater commander (if overseas) for placing personnel in restriction more than 48 hours prior to the expected sailing or departure date.

87. **Embarkation.**—*a.* Troop movements will be made so far as practicable without attracting undue attention. Authority to use bands during embarkation of troops is left to the discretion of port commanders, where, in their opinion, the playing of a band will not jeopardize the security of the movement.

b. All persons not on official business will be excluded from the piers at all times.

c. Personnel may take cameras within the limits of the pier or overseas, subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

d. Members of families, relatives, or friends of personnel under oversea movement or travel orders will not be allowed in the vicinity of piers on the day of sailing.

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

88. Movement of vessels in harbors.—Vessels loaded with personnel or supplies will be moved under cover of darkness whenever possible.

89. At sea.—*a.* After sailing from the port of embarkation, the destination will be disclosed to members of units, replacements, or individuals aboard ship only as necessary for training or indoctrination en route. When such information is disclosed, personnel will be warned of the classification thereof. Particular care will be taken to insure that this warning is given all personnel who are allowed ashore at intermediate stopping points.

b. Events at sea concerning or resulting from enemy action will be considered as secret information by all individuals concerned.

90. Returns to continental United States.—Classification requirements are the same as those enumerated in paragraphs 83 and 91.

91. Movements by air.—*a.* Generally, the same requirements for water movements apply to movements by air of units or subdivisions thereof to a theater of operations.

b. In documents containing information of travel to a theater of operations by military aircraft of replacements, and individuals, as distinguished from units, the inclusion of the following elements normally will require a classification of restricted only:

(1) Oversea or intertheater geographical destinations, unless the presence of troops or particular military installations at such destinations is classified higher than restricted.

(2) Date and time of departure from port of aerial embarkation, or airports en route, subsequent to such departure.

(3) Air route, unless the air route is classified higher than restricted.

(4) Estimated time of arrival at specific oversea intertheater destination or airports en route, subsequent to departure from port of aerial embarkation.

(5) Oversea or intertheater destination represented by a temporary APO number.

c. The provisions of paragraph 83 will apply to information concerning the oversea travel of replacements and individuals when both air and water transportation are employed.

d. Orders and allied papers for oversea travel by commercial aircraft of replacements and individuals may be unclassified, even though they contain elements of information for which a classification of restricted is required by *b* (1), (2), (3), and (4) above.

e. All individuals involved in air movements, communicating from intermediate stopping points, will refrain from disclosing classified information.

f. Operational messages limited to information concerning movements of aircraft in a theater of operations may be sent in the clear when authorized by the theater commander.

g. The specific airport of destination within continental United States for returns to the United States by air from theaters of operation is restricted information.

92. Theater of operations in continental United States.—The foregoing paragraphs of this section are based on the assumption that theaters of operations will be located overseas. However, should any portion of continental United States become a theater of operations, the provisions of the foregoing paragraphs nevertheless will apply, subject to the following:

a. The portion so designated will be treated as an "oversea designation."

b. The terms "continental United States" and "United States" will refer only to the zone of interior (see FM 100–5).

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

c. The movements or travel by rail or motor from the zone of interior to the theater of operations, the security provisions applicable to ports of embarkation will also apply to points in the zone of interior from which direct movement to the theater commences, and the provisions applicable to water movement or travel will apply to land movement or travel.

93. Higher classification.—A higher classification than that indicated in this section may be assigned if the order, message, or other communication contains information which should be protected by a higher classification.

94. Reason for classification.—Whenever a classification higher than restricted is assigned to a movement order, the reason for such higher classification will normally be included therein. An *example* of an explanatory paragraph is as follows:

> The following secret and confidential elements of information are contained herein: secret equipment (par. 11*c*); tabulation of units (par 1); confidential mission (pars. 2 and 3). All other elements of this order are restricted.

95. Periods of peace or following termination of hostilities.—*a. Application.*—The provisions of this paragraph will apply only during periods other than those of hostilities.

b. Normal seurity requirements.—Information or documents concerning movement of personnel or supplies will normally be unclassified.

c. Classification requirements.

(1) Elements of information (such as destination, mission, and other elements which should be safeguarded) concerning movements of personnel or supplies, other than movements within oversea areas in which United States Army forces are stationed, will be classified secret, confidential, or restricted only when such classification is authorized by the War Department. Separate instructions directing such classification will be issued to the offices and personnel concerned.

(2) Commanders of United States Army forces stationed in oversea areas are authorized to classify elements of information concerning movement of personnel or supplies within their respective areas.

(3) The provisions of paragraphs 84, 85, 86, and 87 will apply to classified movements.

(4) Whenever a movement order is classified, the reason for such classification will normally be included therein. An example of an explanatory paragraph is as follows:

> The following classified elements of information are contained herein. Secret equipment (par 11*a*); confidential mission (par. 1); restricted consignee combination (pars. 2 and 3). All other elements of this order are unclassified.

[AG 380.01 (2 Aug. 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

DISTRIBUTION.
A; E

U. S. GOVERNMENT PRINTING OFFICE: 1946

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

ARMY REGULATIONS
No. 380–5

WAR DEPARTMENT
WASHINGTON 25, D. C., 15 August 1946

SAFEGUARDING MILITARY INFORMATION

	Paragraphs
SECTION I. General	1–23
II. Nonregistered documents	24–33
III. Registered documents	34–46
IV. Cryptographic security	47–60
V. Matériel	61–74
VI. Visitors	75–78
VII. Air space reservations, restricted areas, and reserved areas	79–81
VIII. Troop movements, individual travel, and movement of supplies	82–95

SECTION I

GENERAL

	Paragraph
Military information	1
Need for classification	2
Definitions	3
Categories	4
Top secret matter	5
Secret matter	6
Confidential matter	7
Restricted matter	8
Grading	9
Authority to classify	10
Classification of matter from other governmental agencies	11
Dissemination of classified matter	12
One classification only	13
Overclassification	14
Responsibility	15
Cancellation or change of classification	16
Loss or subjection to compromise	17
Reproduction of classified matter	18
Photographs or other reproductions of classified matter	19
Requests for military information	20
Dissemination of classified military information	21
Testimony before Congress	22
Legislation pertaining to War Department	23

1. Military information.—The War Department defines military information (including intelligence) as all information primarily under the control and jurisdiction of the War Department or of primary interest to it. This meaning rests primarily on the idea of control, jurisdiction, origin, or degree of interest, rather than on substance of the information.

2. Need for classification.—Military information is of varying degrees of value to enemies and potential enemies of the United States and therefore requires corresponding degrees of protection. Official matter must be examined and, if protection is required, graded in accordance with the degree of protection necessary. The policies and definitions stated herein are furnished to insure accurate and uniform grading and appropriate protection of military information.

*This pamphlet supersedes AR 380–5, 6 March 1946.

AGO 385B—Aug. 705554°—46——1

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

3. Definitions.—*a. Active theater of operations.*—A theater of operations in which there is organized enemy resistance.

b. Aircraft.—The term "aircraft" includes all weight-carrying devices or structures designed to be supported by the air, either by buoyance or by dynamic action.

c. Air space reservation.—An air space reservation is the air space located above an area on the surface of the land or water, designated and set apart by executive order of the President or by a State, Commonwealth, or Territory, over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes.

d. Approved circuits.—Approved circuits are electrical means of signal communication which have been approved by competent authority for the transmission of information of a secret, confidential, or restricted classification.

e. Classified military information.—Classified military information is military information which requires grading to indicate the degree of precaution necessary for its safeguarding.

f. Cryptographic material.—Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

g. Cryptographic security.—Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

h. Cryptographic system.—Code and/or cipher and instructions therefor.

i. Documents.—Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; charts, maps, relief maps, photomaps, and aerial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; recorded engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

j. Downgrading.—The lowering of classification of classified documents and material, including declassification when appropriate.

k. Engineering data.—The term "engineering data" comprises drawings, blueprints, photostats, photographs, mathematical calculations, formulas, processes, and all similar items that can be reduced to documentary form.

l. Foreign government.—The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

m. Impedimenta.—The term "impedimenta" refers to organizational equipment which accompanies troop movements.

n. Inactive theater of operations.—A theater of operations in which organized enemy resistance has ceased. Competent authority normally will announced when a theater of operations becomes inactive.

o. Matériel.—Any article, substance, or apparatus. The term "matériel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction, models that show features in whole or in part, design, mock-ups, jigs, fixtures, and dies, and all other components or accessories of military equipment.

p. Munitions of war.—Any item used for war.

q. Numbered documents.—Any document numbered for administrative convenience but for which no short title or accounting is necessary.

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

r. Order of battle.—Important disposition of armed forces with the identities of the units and formations composing those forces.

s. Paraphrasing.—To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

t. Photomap.—A reproduction of a photograph or mosaic upon which grid lines, marginal data, and place names may be added.

u. Plain text, clear text, or plain language.—"Plain text," "clear text," or "plain language" is the text of a message which, on its face, conveys an intelligible meaning in any known language. Such a message is said to be sent "in the clear."

v. Registered matter (document).—Any document or device registered usually by number and periodically accounted for. See section III, Registered Documents.

w. Short title.—A short title is a designation applied to a classified document, matériel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, and if registered usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or content of the document, matériel, or device.

x. Technical information.—"Technical information" shall be deemed to include information on weapons and equipment, including instructions on maintenance and operation and any descriptive matter or components. It further includes means of manufacture, techniques, and processes of weapons and equipment, together with information pertaining to the various sciences relating to weapons and equipment and to direct and indirect measures which may be employed in warfare. Information of a strategic or tactical nature is specifically excluded from the meaning of this term as are "user" aspects such as functioning and general instructions for tactical use and employment.

y. Travel.—The term "travel" refers to the movement of an individual who is not part of a troop movement.

z. Troop movements.—The term "troop movements" applies to the moving of units.

aa. Unit.—An organized group of personnel with its authorized organizational impedimenta. Organized detachments, even though temporarily organized as such for the purpose of the movement, are considered units when organizational impedimenta is authorized for them. When a code designation such as a shipment number is assigned to a troop movement, each unit therein is normally designated by shipment number and letter.

ab. United States.—The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. *Sec. 1, Title XIII, act 15 June 1917 (40 Stat. 231; 50 U. S. C. 40; M. L., 1939, sec. 2187).*

ac. Visitor.—As used in these regulations a visitor is any person admitted to a Government or civilian establishment or area in which classified work or project is being conducted for the War Department, except—

(1) A person employed on the work or project, or

(2) A person directly and officially concerned with the work or project.

4. Categories.—Official matter requiring classification shall be examined, graded, and marked top secret, secret, confidential, or restricted. Top secret is a special grading given to certain secret matter.

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

5. Top secret matter.—*a. When classified top secret.*—Certain secret documents, information, and matériel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the Nation shall be classified TOP SECRET.

b. The following are examples of matter which normally will be graded 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) Certain information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or information which would imperil secret agents.
(5) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.
(6) Critical information of new and important munitions of war, including scientific and technical developments.
(7) Important particulars of cryptography and cryptanalysis.

6. Secret matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the Nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

b. The following are examples of matter which normally will be graded SECRET:

(1) Particulars of operations in progress.
(2) Plans or particulars of operations, or war plans, with necessary inclosures thereto, not included under TOP SECRET.
(3) Instructions regarding the employment of important new munitions of war.
(4) Important improvements to existing munitions of war until accepted for service use.
(5) Information relating to new matériel of the type described in *a* above.
(6) Certain information concerning specific quantities of war reserves.
(7) Certain development projects.
(8) Information of enemy or potential enemy matériel, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it.
(9) Certain 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 unless assigned to a lower category.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing vulnerable points or vital installations except that such classification must be approved by either the Director of Intelligence,

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

War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the army commander concerned.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permadefense works and naval bases, other vulnerable points or vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element of permanent defense works and naval bases.

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

(*d*) Maps, relief maps, charts and photomaps prepared from aerial photographs or negatives 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 or the provisions of subparagraph (13), and not by the classification of directives ordering its accomplishment.

(14) Information indicating the strength of our troops, 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.

(15) Information on the order of battle of a foreign nation will be classified according to the means by which it was obtained and the importance of concealing that we possess it.

(16) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.

(17) Photographs, negatives, photostats, diagrams, or models of secret matter.

7. Confidential matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudical to the interests or prestige of the Nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign Nation shall be classified CONFIDENTIAL.

b. The following are examples of matter which normally will be graded CONFIDENTIAL:

(1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

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

(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.

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

(6) Meteorological information of designated areas.
(7) Information which indicates strength of our troops, identity or composition of units, or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation.
(8) Certain technical documents and manuals 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) Regulations governing joint action of the Army and Navy.
(11) Information relating to the design and development of new matériel and containing information of the type described in *a* above.
(12) Certain cryptographic devices and material.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing lay-out of the permanent defense works and naval bases considered vital 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, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as CONFIDENTIAL.
(*b*) In oversea possessions and foreign territory occupied by the forces of the United States, those not classified as SECRET, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign government concerned.
(*d*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives 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 or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(14) Technical information, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in *a* above.
(15) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs. *See sec. 5a, added to act 3 June 1916, by sec. 5, act 4 June 1920 (41 Stat. 764; 10 U. S. C. 1193; M. L., 1939, sec. 1925).*
(16) Certain information relative to specific quantities of war reserves.
(17) Photographs, negatives, photostats, diagrams, or models of confidential matter.

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

8. Restricted matter.—*a*. Documents, information, or matériel (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

b. The following are examples of matter which normally will be graded RESTRICTED:

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

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

(3) Photographs, negatives, photostats, diagrams, or models of restricted matter.

(4) Certain parts of mobilization plans and regulations.

(5) Documents relating to the design and development of new matériel containing information of the type described in *a* above.

(6) Certain procurement plans.

(7) Certain cryptographic devices and material.

(8) Certain 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 matériel.

(9) Certain military maps and aerial photography.

(*a*) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered vital to the defense of the United States.

(*b*) 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.

(*c*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives 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 or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.

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

9. Grading.—*a*. The designation of persons responsible for grading and regrading will be made by authorities listed in paragraph 10.

b. Each document will be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from previously classified documents except messages. See paragraphs 51*c*, 56*b*, and 57*d*.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein. A letter of transmittal will be graded at least as high as any of its inclosures.

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

d. Whenever practicable the classifying authority will place a notation on the document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or canceled without reference to the originating or higher authority.

10. Authority to classify.—*a. Top secret and secret.*—Matters may be classified as TOP SECRET or SECRET only by or by authority of the Secretary of War, the Under Secretary of War, an Assistant Secretary of War, the Chief of Staff, the Commanding General of the Army Air Forces, the Commanding General of the Army Ground Forces, a director of a division of the War Department General Staff, the chief of a technical service, a general officer, the commanding officer of a depot, post, camp, station, or independent command, the commandant of a general or special service school, the chief of a military mission, a military attaché, or a military observer.

b. Confidential.—Documents, development projects, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel may be classified as RESTRICTED by any commissioned officer.

11. Classification of matter from other governmental agencies.—Matter obtained from the Navy Department, other governmental agency, or friendly foreign government will be placed in the same or equivalent classification category as that in which it was placed by the originating agency.

12. Dissemination of classified matter.—No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

13. One classification only.—A document or article of matériel will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of matériel will bear only one over-all classification.

14. Overclassification.—Documents or matériel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information of matériel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

15. Responsibility.—The safeguarding of classified military information is the responsibility of all military personnel, civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be disclosed only to military or civilian personnel having a legitimate interest therein.

16. Cancellation or change of classification.—*a.* The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to ———, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." This paragraph will in no way be construed as a limitation upon paragraph 54.

b. The authority making the original classification or higher authority may cancel or change the classification of matériel by letter of instruction to all offices or personnel concerned. See paragraph 62.

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

c. In the case of messages which have been previously cryptographed no change in classification will be made unless the text has been carefully paraphrased or unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

d. It is the obligation of all authorities to keep classified matter of current interest or continuing value constantly under review and to down grade it as soon as conditions permit.

e. When documents of the same type which accumulate in bulk have been down graded, individual documents in the file series need not be stamped as provided in *a* above until the document is charged out of file for use. The change or cancellation of security classification will be indicated inside the file drawer.

f. Matter which has been classified solely to accord with conditions imposed by a foreign nation may be down graded or declassified with the consent of the nation concerned or the approval of the State Department.

17. Loss or subjection to compromise.—Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of to secret, secret, confidential, or registered documents, or articles of matériel, or restricted codes or ciphers will promptly report that fact to the custodian of the document or matériel who, in turn, will notify the proper commanding officer. The proper commanding officer will notify the office responsible for its issue by the fastest means available of the loss or subjection to compromise of all top secret, secret, or registered items, confidential or restricted codes or ciphers, or confidential operational plans, weapons, or equipment of vital importance to current or future operations, and will then make a thorough investigation of the circumstances, fix the responsibility, and send to The Adjutant General, through military channels, a report with his recommendations in the case.

18. Reproduction of classified matter.—*a.* Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

b. The commandants of the general and special service schools are responsible that the printing or reproduction plants of their respective commands release no classified information to personnel or agencies not entitled thereto.

c. The Commanding Generals, Army Air Forces, Army Ground Forces, and chiefs of technical services, are responsible that service magazines or journals published under their supervision comply with the provisions of these regulations relative to security of classified military information, and will submit all doubtful material for such publications to the Bureau of Public Relations for review and action before release.

d. Whenever correspondence, documents, drawings, prints, photographs, or models pertaining to top secret, secret, confidential, or restricted matériel disclose information regarding engineering principles, design details, composition, methods of processing or of assembly which are vital to the manufacture, functioning, or use of the matériel, they will be appropriately classified.

e. Preparation of press releases based on coded messages.—Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service.