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Adobe Portable Document Format Version of
US Air Force Regulation No. 205-1 (AFR 205-1)

SECURITY: Safeguarding Military Information

Dated 15 December 1953

PART TWO OF TWO

28 December 2000

Originally posted on the CUFON web site.

This Air Force Regulation is one of several referenced in the [Unit History of the 4602d Air Intelligence Service Squadron](#) (AISS), UFO-related extracts of which are available here on CUFON. 4602D AISS was the Air Force unit assigned to do UFO field investigations in the continental United States during part of the 1950's. This regulation is pertinent as an aid to understanding terminology and procedures in Air Force units in the early 1950's.

Another reason we have posted this and other related USAF security regulations is to make the proper (Air Force) procedures for handling Top Secret material available. It seems clear from discussion on the email lists and elsewhere that few people are aware of the actual procedures which were used in the production and handling of Top Secret material.

Top Secret document production and control procedures were prescribed by Executive Order and other laws (See [AFR 205-2](#)). Because of this, each Department or Agency was essentially bound by the same rules, but had their own implementation, so there were some differences. This regulation is dated 1953, but the procedures listed are little changed from World War II. Since many of the documents running around the UFO community that do not have proper provenance were produced in the 1940's and 1950's, this Regulation will be of interest because of its content and date.

- Jim Klotz - CUFON SYSOP
- Dale Goudie - Information Director
v.1.0 - 18-DEC-00

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**Archives for UFO Research,
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37. Transmission of Classified Files:

② Shipments of classified files to records depots and records depositories will be made as follows:

see above

- (1) When the quantity of TOP SECRET, SECRET, or CONFIDENTIAL documents remaining after downgrading is small, the documents will be transmitted under separate cover as provided elsewhere in this Regulation for the transmission of individual documents. A charge-out sheet 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, or CONFIDENTIAL documents which cannot be downgraded makes the above procedure impracticable, the files in which the documents are maintained will be packed in the shipping boxes prescribed in AFM 181-5, wrapped, sealed, and securely fastened as prescribed therein. 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 materiel, except that TOP SECRET and cryptographic documents and messages in all cases will be accompanied by an officer courier in addition to armed guards. All TOP SECRET and SECRET documents will be individually listed on AF Form 693 or other suitable format providing for a listing.

b. The above procedures may be employed in transmitting current bulk files when a unit is transferred to another station.

SECTION IV—REGISTERED DOCUMENTS

38. Definition, Identification, and Appointment of Custodian:

a. A registered document is a TOP SECRET, SECRET, or CONFIDENTIAL document, or cryptographic device, carrying a copy 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 copy number or short title is assigned for bookkeeping or reference purposes only, and for which no periodic accounting is required. Specific requirements regarding

storage, handling, and transmission of registered matter are set forth in those sections and paragraphs of this Regulation relating to storage, handling, and transmission.

b. Commanders of headquarters that initiate or receive registered documents will appoint certain officials (commissioned officers, warrant officers or key civilian officials) to be known as Custodians of Registered Documents.

39. Authority To Register. Individuals authorized to originate and classify documents may designate as registered only such TOP SECRET, SECRET, and CONFIDENTIAL documents, or cryptographic devices, as they consider necessary in the interest of national defense. Documents or devices 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. When these conditions no longer exist, the office of origin will notify the office of record, which in turn will notify all holders that the document or device has been removed from registry.

40. Office of Origin and Office of Record:

a. The office of origin is the office which originates a document and designates it as a registered document. The office of origin will determine the distribution to be made of each copy of a registered document, subject to the provisions of this Regulation relating to the dissemination and release of classified information.

b. The office of record is the office to which reports of possession, transfer, and destruction of registered documents are sent and in which such reports are recorded. It is not necessarily the office of origin, but both offices are normally part of the same headquarters, except with respect to documents received from or transferred to agencies outside the Air Force which are referred to in paragraph 46. The Air Adjutant General, USAF, is the office of record for all non-cryptographic registered documents promulgated by Headquarters USAF as well as those documents referred to in paragraph 46 and 60, except as may be otherwise determined by the Chief of Staff, USAF.

41. Preparation. In addition to the classification markings required by this Regulation, each registered document will be marked "Registered Document" in the upper right corner on the outside of the front cover. The copy number of the document will be placed immediately below "Registered Document." The short title will be placed at the approximate center of the front cover. The title page of each registered document will show the copy number; both the

long and short title; the total number of pages; the office of origin; the office of record to which reports will be made; instructions covering the reporting of its custody by its custodian; and instructions for its ultimate disposal. A table of contents will be included in the document. Also, if a new document supersedes another document, instructions will be incorporated covering disposition of the obsolete document. If an accountable document consists of more than one volume, each volume will bear a separate short title. If the above is not practicable, the required information will accompany the registered document on a separate sheet.

42. Revision and Reproduction:

a. *Revision.* A new or revised edition of an old registered document may be assigned a new short title. When the assignment of a new short title is undesirable, the use of the old short title followed by a symbol which will differentiate between the new and the old edition is permissible. Revised pages of existing registered documents or separate correspondence directing the revision of portions of registered documents will not be prepared as new registered documents. However, such revisions as are classified will be safeguarded in the same manner as the documents to which they pertain, and distribution will be limited to recipients of the original registered document.

b. *Reproduction.* The 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 reproduction, and the number of copies reproduced. In addition, the office of record will be notified when the document is reproduced.

43. Inventory and Report of Possession (RCS I-AF-G4):

a. *Action by Custodian.* The custodian of registered documents will maintain 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 (except for registered cryptomaterial) an accurate return therefor to the proper office of record (Reports Control Symbol I-AF-G4). Registered cryptomaterial will be reported quarterly on 31 March, 30 June, 30 September, and 31 December to the proper office of record. (The latter report is exempt from assignment of reports control symbol by special authority of the Chief of Staff, USAF.) Registered documents received in a headquarters will not be distributed outside the headquarters without specific authority of the

office of origin. When authorized, the office of record will be notified of the distribution.

b. *Reports.* In making a semiannual or quarterly report of possession, the following details will be observed:

- (1) Each item will be physically inspected, including the short title, and its copy number checked against the inventory list.
- (2) The custodian and one witnessing officer will make the inventory, and both will sign the report. If the headquarters has only one officer, the report will so state.
- (3) Registered documents will not be accounted for as prescribed for ordinary property. The forms prescribed in paragraph 45 will be used in lieu of the usual shipping tickets, memorandum receipts, stock record cards, and so forth.
- (4) Reports of inventory will be submitted in sufficient time to insure their arrival in the appropriate office of record not later than 30 days after the close of the reporting period.

c. *Exceptions.* No semiannual or quarterly report of possession will be made of:

- (1) Registered documents which have been issued, subsequently destroyed, and a report of destruction, AF Form 164, rendered thereon, within a single reporting period.
- (2) Registered documents which have been placed in custody or storage for historical purposes with the expressed approval of the office of origin. In these cases the office of record will be notified.

d. *Registered Documents Not Charged to Finder.* 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 appropriately safeguarded until instructions for its disposition are received from the office of record.

44. Report of Transfer:

a. Whenever a registered document is transferred from one custodian to another, a certificate of transfer in triplicate will be made. The certificate will be signed by the transferring custodian and will be dated and signed by the custodian acknowledging receipt. If the receiving custodian is a newly appointed custodian, he will

have his full name and grade, and, if he is in the military service, his service number, typed below his signature on the *initial* report submitted to the office of record. An organization whose designation is changed, but whose custodian remains the same, will inform the office of record, in writing, of the change. In the latter case, a report of transfer is not required.

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded directly to the office of record. A copy of the certificate of transfer will be retained by each of the individuals concerned.

c. Whenever a registered document is removed from its proper place of custody and is 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.

45. Prescribed Forms. The forms indicated below will be used for reports of registered matter. Use of other forms may be authorized only by the Chief of Staff, USAF.

a. AF Form 163 (Registered Material—Transfer Report) will be used to report the issue or transfer of registered matter except cryptographic material.

b. AF Form 164 (Registered Material—Destruction Report) will be used to report the destruction of both registered documents and registered cryptographic material.

c. AF Form 165 (Registered Material—Inventory Report) will be used to report the inventory of registered matter except cryptographic material.

d. AF Form 690 (Registered Material—Document Register) will be used by custodians to make a record of each registered document received, except cryptographic material, and to show the location or distribution of each copy of the document by copy number.

e. AF Form 691 (Registered Material—Current Inventory Record) will be used by the office of record in maintaining inventory of all documents held on file and available for distribution.

f. AF Form 692 (Registered Material—Holder Record) will be used to record all registered documents, except cryptographic material, by short title and copy number held by custodians or other individuals, and is the record used to verify accuracy of AF Forms 165.

g. AF Form 693 (Receipt for Classified Material—Nonregistered) will be used in transmitting nonregistered changes or revisions to registered documents, except cryptographic material.

46. Interdepartmental Transfer of Registered Documents:

a. *Army and Navy Documents.* Except as otherwise provided in section V for registered cryptomaterial, the Office of the Air Adjutant General, Headquarters USAF, will be the office of record for all Army or Navy registered documents received or held by Air Force activities. All such noncryptographic registered material transferred to Air Force activities will be incorporated into the registered document system of the Air Force, and no further accounting to the issuing service will be required. Notices of loss or subjection to compromise will be forwarded, however, to the issuing service and action will be taken as prescribed in paragraph 16. Likewise, Army and Navy activities receiving registered material issued by Air Force activities will not be required to account for the material to the Air Force after the original transfer.

b. *Transfer to Army or Navy.* Air Force commanders issuing noncryptographic registered documents to Army or Navy agencies will prepare the certificate of transfer in quantities sufficient for the following:

- (1) Two copies will be forwarded to the receiving service for its retention.
- (2) One copy, signed by the transferring officer and the receiving officer, will be forwarded to the Air Adjutant General, Headquarters USAF, Washington 25, D. C., through military channels, for file.
- (3) The signed original will be retained by the office of issue.

c. *Transfer from Army or Navy.* Air Force commanders who receive noncryptographic registered documents from Army or Navy agencies will forward a copy of the certificate of transfer signed by the custodian or a true copy thereof, to the Air Adjutant General, Headquarters, USAF, Washington 25, D. C., through military channels, for file as the office of record within the Department of the Air Force. A notation will be conspicuously placed on the documents that the Office of the Air Adjutant General, Headquarters USAF, is the office of record. Thereafter, the documents will be reported upon and accounted for in the same manner as for Air Force registered documents.

d. *Transfer From or to Other Agencies:*

- (1) Normally Air Force noncryptographic registered documents will not be distributed outside the military departments. If such distribution becomes necessary, however, and the release of

the classified information is authorized in accordance with the applicable provisions of this Regulation, the authority making the release will advise the recipient of the special security measures required, including the submission of reports of transfer, possession, and destruction to the proper office of record of the Air Force.

- (2) Noncryptographic registered documents received in the Air Force from agencies other than the Army or Navy will be handled to accord with such accounting procedures as are specified by the issuing agency. If the issuing agency agrees, the documents should be incorporated in the Air Force registered document system in accordance with procedures applicable to documents of Army or Navy origin.

47. Disposition or Destruction:

a. Normally, destruction of registered material is authorized by the office of origin. Upon receipt of such authorization, registered material will be destroyed as provided in paragraph 9.

b. Upon completion of usefulness, or upon deactivation of a headquarters or unit, registered material will be transferred by the custodian thereof to the office of record for disposition if destruction is not authorized.

SECTION V—COMMUNICATIONS SECURITY

48. Authorization of Cryptosystems:

a. All cryptosystems and cryptomaterial intended for use by the Air Force will be authorized only by the Chief of Staff, USAF. This authority may be delegated to certain commanders for cryptomaterial and cryptosystems intended for special use within their commands.

b. Messages may be encrypted in authorized cryptosystems for other departments of the Government or for commercial firms engaged in producing war materials under Government contract, provided that the text as supplied by the commercial firm or other Government department, except the Departments of the Army and Navy, is paraphrased without being referred to the originator, prior to encryption and also after decryption, prior to delivery to an addressee outside the Department of Defense, except as provided in instructions pertaining to the specific cryptosystem used. Dissemination of copies of encrypted messages to agencies or individuals outside the Department of Defense will be gov-

erned by the applicable provisions of this Regulation pertaining to the release of classified matter and paragraph 54b.

49. Registered Cryptomaterial:

a. *Definition.* Registered cryptomaterial is any item of authorized classified cryptomaterial (including cryptosystems, cipher machines, codes, cryptographic instructions, and devices) which bears a register number and for which periodic accounting is required. Cryptomaterial of other than Department of the Air Force origin will be issued, transmitted, stored, and accounted for as prescribed for Air Force cryptomaterial of the same type and classification.

b. *Marking.* Each item of registered cryptomaterial will indicate that the item is registered and will show the classification, long title, short title, and serial number. Whenever possible, the office of origin, effective date, tenure of effectiveness, instructions for accounting, and disposal instructions will be shown on the item. When this is not possible, this information will be published separately and issued with the item.

c. *Issue.* Department of the Air Force cryptomaterial is issued to Air Force organizations in accordance with planning factors contained in BPC/OPC documents.

d. Accounting, Inventories, and Transfers:

(1) The custodian of cryptomaterial will maintain proper accounting for all registered cryptomaterial held by the organization. Whenever possible, each organization will have an alternate custodian, cleared for cryptographic duties, appointed by the commander.

(2) When there is a change of regular custodian at a headquarters, all registered cryptomaterial will be inventoried and transferred officially to the new custodian. The retiring custodian will not leave the organization until the report of transfer has been signed and sent to the proper office of record.

(3) The procedures and forms prescribed in USAF Security Service Distribution and Accounting Guide SSG 25 apply to the accounting for, transfer, and inventories, of all registered cryptomaterial held by Air Force activities.

e. *Handling.* Specific requirements regarding transmission, storage, and destruction of registered cryptomaterial are set forth in those paragraphs of this Regulation relating to transmission, storage, and destruction.

f. *Reproduction.* No registered cryptomaterial will be reproduced in whole or in part without the expressed approval of the Chief of Staff, USAF. When reproduction is authorized, the copies will show all the information required in b above, and in addition will be marked "Authorized Reproduction" and will show the reproducing office and the authority for the reproduction. Serial numbers for all reproduced copies will be assigned by the office accomplishing reproduction.

50. Responsibility for Security:

a. *Command Responsibility.* At each headquarters holding cryptomaterial, the commander will be responsible for all measures necessary to insure cryptographic security and physical security of cryptomaterial. He will appoint an officer (commissioned or warrant), properly cleared in accordance with AFR 100-34, as cryptosecurity officer. The cryptosecurity officer will represent the commander in all cryptosecurity matters as well as all matters relating to the physical security of cryptomaterial, and, normally, will be the custodian of cryptomaterial. The commander will make, or cause to be made by an officer cleared for cryptographic duties other than the cryptosecurity officer, a thorough periodic check to ascertain that cryptomaterial is being properly handled and accounted for and that all directives pertaining to the operation of cryptosystems in use are being strictly observed.

b. *Loss or Possible Compromise:*

- (1) Detailed instructions regarding suspected physical or cryptographic compromise of cryptomaterial and for violations of crypto-operating instructions are contained in separate registered and nonregistered cryptographic publications dealing with this subject.
- (2) Suspected physical or cryptographic compromise of cryptomaterial will be reported immediately by commanders concerned, by the fastest means available, to the Director, National Security Agency, Washington 25, D. C., with information copy to the activity responsible for the suspected compromise (if it is not the reporting activity) and the Commander, USAF Security Service.
- (3) When required by the provisions of paragraph 16, the commander also will make or cause to be made an investigation of the circumstances, fix the responsibility, and send a de-

tailed report containing his recommendations in the case to the Chief of Staff, USAF, through the Commander, USAF Security Service, Brooks Air Force Base, San Antonio, Texas.

c. *Review of Messages:*

- (1) If the cryptosecurity officer believes that a message has been incorrectly classified, or if he believes that regulations governing the drafting or paraphrasing of messages have been violated, he will request the originator to make the necessary change in the message or in its classification, except for messages referred to in paragraph 48b. If the originator does not comply with the request, the matter will be referred to the commander of the headquarters concerned for final decision.
- (2) When higher authority has declared a particular cryptosystem compromised and directs a review of messages encrypted in that system, the cryptosecurity officer will bring to the attention of the commander, or other staff officer as may be designated, all messages which have been encrypted in his headquarters in the cryptosystem declared compromised. The commander will review these messages, take such action as he considers necessary and feasible as far as his own operations may be concerned, and report to the next higher headquarters any compromise of information involving major operations, strategic intelligence, or significant military plans.

d. *Selection and Supervision of Personnel.* No authorized cryptosystem will be employed by any person who is not thoroughly familiar with the provisions of this Regulation and all instructions pertaining to the cryptosystems to be employed. The encryption and decryption of classified messages will be performed under the supervision of an officer, but not necessarily in the immediate presence of such officer. For the specific qualifications of personnel who may be permitted actually to perform cryptographic work, reference should be made to AFR 100-34 governing the clearance of personnel for the performance of cryptographic duties.

51. Drafting of Messages:

a. Classified messages must be carefully drafted. Standardization of the content and

form of documents such as operation orders and operation instructions is necessary, but when such practices are observed in the drafting of messages, cryptosecurity can be greatly endangered. Stereotyped phraseology, the repeated use of the same words or phrases, and set form of expression will be avoided in classified messages, especially at the beginning or ending of the messages.

b. Words unessential to the sense of the message will be omitted. The use of conjunctions, prepositions, and punctuation marks will be kept to a minimum. Unless instructions to the contrary are contained in the standing operating procedure of the headquarters, the originator will convert into words any numbers or punctuation in the body of the message. Punctuation may be written in either full or abbreviated form. When abbreviated, authorized military abbreviation will be used.

c. The originator of a classified message will indicate by an appropriate notation on the message form when the message contains information which is quoted in whole or in part from another message bearing the notation "PARAPHRASE REQUIRED."

52. Classifying Messages:

a. Each message will be classified according to its own content in compliance with section II of this Regulation, except as indicated in b below.

b. Messages referring to the subject matter and the internal reference number, cite number, or date-time group of classified messages marked "PARAPHRASE REQUIRED" will be assigned a minimum classification of CONFIDENTIAL.

c. Messages referring to the subject matter and/or internal reference number or cite number of classified messages marked "PARAPHRASE NOT REQUIRED" will *not* be classified if the contents of such newly prepared messages do not disclose information which requires classification.

d. Messages consisting of *only* an internal reference number or cite number of any classified message and one or more of the following underscored words will *not* be classified:

- (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 ap-

proval," "recommend disapproval," "action not completed," and equivalent expressions.

- (3) INTERROGATORY means "question," "I do not understand," "need more information," "meaning not clear," and equivalent expressions.
- (4) COMPLY includes "will comply," "have complied," or "you are 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."

53. Paraphrasing Messages:

a. Paraphrasing will be resorted to as a protection for certain cryptosystems and will be employed when the content of a previously encrypted message bearing the notation "PARAPHRASE REQUIRED" is declassified, released to the public, given wide distribution, or is retransmitted by electrical means.

b. Determination of the need for paraphrased versions of messages is a function of the cryptosecurity officer who will assist in the preparation of the necessary paraphrases.

c. A paraphrase of the message is a cryptographic safeguard only and does not alter the classification required for the subject matter contained therein.

d. When a message which requires paraphrasing is paraphrased, the paraphrased version and all copies made therefrom will be marked, "This is a paraphrased copy."

54. Handling and Transmitting Copies of Classified Messages:

a. *Reproduction and Distribution.* The reproduction and distribution or dissemination of copies of classified messages, both outgoing and incoming, are responsibilities of command which will be exercised pursuant to all of the applicable provisions of this Regulation. (See especially paragraph 29 concerning the reproduction and distribution of information classified TOP SECRET.)

b. *Literal Plain Texts Requiring Paraphrase:*

- (1) Literal (unparaphrased) plain-text copies of a message marked "PARAPHRASE REQUIRED" will be serially numbered and receipted for. All

copies will be stored in at least a three combination safe or its equivalent.

- (2) The sending by any means of literal plain-text copies or extracts of messages bearing the notation "PARAPHRASE REQUIRED" is strictly prohibited except as stated below:

- (a) Authorized local distribution within a headquarters is permitted by authorized persons.
- (b) 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 that the security requirements pertaining to the transmission of classified material are observed.

c. *Messages Marked "Paraphrase Not Required."* The sending by any means of literal (unparaphrased) plain-text copies of messages bearing the notation "PARAPHRASE NOT REQUIRED," as well as copies of a paraphrase of a message, is authorized, provided that the provisions of this Regulation governing the handling and transmission of information of that classification are observed.

SECTION VI—ATOMIC ENERGY "RESTRICTED DATA"

55. General Provisions. Information and material, including materiel, designated as "restricted data" and classified as TOP SECRET, SECRET, or CONFIDENTIAL, will be handled and safeguarded in accordance with all of the provisions of this Regulation which apply to other information and material assigned a classification of TOP SECRET, SECRET, or CONFIDENTIAL, *subject to the additional measures prescribed in this section.*

56. Designation. Separate instructions issued by the Chief of Staff, USAF, "Classification Guide for the Military Application of Atomic Energy," distributed only to Air Force activities concerned, govern the designation of information as falling within the definition of "restricted data."

57. Classifying, Downgrading, and Marking: *See AF Letter 205-25 26 May 55*

a. The separate instructions referred to in paragraph 56 govern the assignment of "restricted data" to the various defense categories (TOP SECRET, SECRET, or CONFIDENTIAL). In addition to other markings and notations required by this Regulation, all documents or other mate-

~~rial containing "restricted data" and all inner covers in which "restricted data" is transmitted will be conspicuously marked with upper case or capital letters not less than one-quarter inch in height, as follows:~~

RESTRICTED DATA ATOMIC ENERGY ACT 1946

b. Letters of transmittal, files of papers, and other documents which do not contain "restricted data" but which have "restricted data" inclosed therewith or attached thereto will bear the "restricted data" stamp on the top page or cover with a notation underneath substantially as follows: "Attached (at) (as) (Tab) (Inclosure) (Item)." Letters of transmittal will also include a statement substantially as follows: "This letter does not contain 'restricted data.'" *See AFR 205-25 26 May 55*

c. Messages transmitted by electrical means will include in the body of the message the words: "Restricted Data Atomic Energy Act 1946."

58. Dissemination:

a. *Within Department of Defense and to Contractors.* "Restricted Data" originated within or received by the Air Force, including any element of the Air Force, may be disseminated or disclosed only to persons within the Department of Defense and to contractors of the military departments and their employees, *who have been cleared in accordance with applicable regulations for access to the classification category which the information bears*, subject to all of the limitations prescribed in this Regulation and any additional limitations which may be prescribed by the Chief of Staff, USAF, or higher authority, concerning dissemination or distribution of specified items or types of information. It is emphasized that, except for aliens who are in the United States for permanent residence under immigration visas, foreign nationals will not be permitted to have access to "restricted data" regardless of grade, position, employment, or nationality.

b. *To Other Activities and Individuals:*

- (1) Except as provided in a above and
- (2) below, the dissemination, disclosure, or release of "restricted data" to any individual, whether a citizen of the United States or a foreign national, may be made by the Atomic Energy Commission only, or as approved by the Atomic Energy Commission in specific cases. This restriction applies to "restricted data" originated by or within the Air Force or by an Air Force contractor as well as to that which is furnished to the

Air Force. It also applies to all requests from other activities or agencies of the Federal Government or from foreign governments or their representatives, for "restricted data" or for access thereto.

- (2) "Restricted data" may be disseminated, disclosed, or released to the Atomic Energy Commission in accordance with the provisions of paragraph 6b and c.

c. *Oral Discussions.* Persons with whom "restricted data" is discussed will be informed that the information is "restricted data" within the meaning of the Atomic Energy Act of 1946.

ADDITION SEE INT. CHG. # 4

59. Transmission:

a. *Stock-Pile Information:*

- (1) Information which indicates numbers of atomic weapons, nuclear or non-nuclear, at any location may be transmitted only as follows:

(a) For information of the type which requires specific authorization from Headquarters USAF for access, by:

1. Persons approved to have access to such information pursuant to separate instructions issued by the Chief of Staff, USAF.
2. A commissioned officer or warrant officer assigned to the Armed Forces Courier Service for full-time courier duty.
3. Accompanied State Department diplomatic pouch (courier), which will be used exclusively for transmission through or within any foreign country where the material would be subject to customs or other inspection or examination.
4. Electrical means only in accordance with separate instructions issued by the Chief of Staff, USAF.

(b) Information of the type to which commanders of major air commands may authorize access pursuant to separate instructions issued by the Chief of Staff, USAF, may be transmitted by one of the means listed in (a) above, or by an officially designated commissioned or warrant

officer or key civilian employee of the sending headquarters.

- (2) The separate instructions referred to in (1) above are furnished only to commands and offices concerned.
- (3) Inner covers containing information referred to in (1) above will, in each instance, show by name or office the person authorized to open them.

b. *Materiel:*

- (1) The degree of protection and method of transmitting, transporting, or shipping "restricted data" materiel to be carried by hand, transported by military land or sea transport or by military aircraft, or shipped by commercial carriers, will be in accordance with the provisions of section III and as set forth below, as determined by the commander initiating the movement. (Additional guidance is published in AFM 205-6, distribution of which is made to commanders concerned.)
- (2) The commander initiating the movement of materiel will provide for such protection as may be appropriate and necessary for items of high strategic or commercial value, to minimize health hazards, or to insure against damage, delay, or misrouting in transit.
- (3) The shipping or transporting of materiel of high strategic or commercial value will be effected in the custody of a commissioned officer and, if determined necessary by the commander concerned, protective guard personnel. Individual items of such materiel intended to be transmitted by hand will be transmitted by a commissioned or warrant officer only.
- (4) Protective measures at least as strict as those prescribed by the commander initiating the movement of "restricted data" materiel will be maintained while it is in transit. If transmission is to be by military transport not under the control of the initiating commander, the latter officer will make the necessary arrangements through command channels to insure that transportation and appropriate facilities will be available for the materiel and for such persons as may be required to accompany it.

60. AEC TOP SECRET "Restricted Data" Documents:

a. *Registration Requirement.* All TOP SECRET "Restricted Data" documents originated in the Atomic Energy Commission, its field offices, or its contractors, which are held or received by any person in the Air Force, become registered documents and will be incorporated into the Air Force registered documents system and handled in accordance with section IV.

b. *Identification of Short Title.* TOP SECRET "Restricted Data" documents originated by the Atomic Energy Commission, its field offices and its contractors, may be identified by the control number which in all cases consists of three groups of symbols, the first of which is a series of *Roman* numerals, the second is an *Arabic* number, and the third is a number followed by a letter, for example: LXI-135-2A. The first two groups will constitute the short title and the third group will be the copy number.

c. *Marking.* Holders of copies of such Atomic Energy Commission documents will inscribe on the first page of each such document the words:

THIS IS A REGISTERED DOCUMENT. TRANSFER and INVENTORY REPORTS will be addressed to the Air Adjutant General, Headquarters USAF, ATTENTION: Custodian of Registered Documents, Washington 25, D. C.

d. *Notification.* Immediately upon receipt of copies of Atomic Energy Commission documents referred to in a above, the recipient will furnish, in triplicate, a certificate acknowledging possession thereof to the local custodian of registered documents. The latter will:

- (1) Forward the original of the certificate direct to the Air Adjutant General, Headquarters USAF, ATTENTION: Custodian of Registered Documents, Washington 25, D. C.
- (2) Furnish a copy to the custodian of registered documents of the major air command concerned.
- (3) Retain the third copy.

61. Violations. In addition to all other action prescribed in paragraph 16, regarding the loss or subjection to compromise of classified information, whenever the responsible commander believes that a potential or probable violation of the Atomic Energy Act of 1946 has occurred, he will report immediately to:

a. The OSI District or Detachment Office servicing the command concerned, which office

will immediately notify the nearest office of the Federal Bureau of Investigation.

b. The Assistant for Atomic Energy, Headquarters USAF, Washington 25, D. C., which office will inform the Atomic Energy Commission.

SECTION VII—VISITORS

62. General Provisions:

a. *Definition and Applicability:*

(1) For the purpose of this section, a visitor is any person admitted to any Air Force installation except those persons who are on duty or employed thereat, or who are directly and officially concerned with the activities at such installations. Individuals traveling under official orders requiring performance of duty at an installation are directly and officially concerned with the activities at such installation, subject to the limitations included in their orders regarding the purpose of the travel.

(2) For definition of visitors to facilities of Air Force, Army, or Navy contractors, and instructions regarding visits to such facilities, see separate instructions relating to the Armed Forces Industrial Security Regulation contained in AFR 205-9.

b. *Access to Classified Defense Information.* A person will be considered to have access to classified information when he is permitted to gain knowledge of the information, or to be in a place where he may be expected to gain knowledge. A person *does not* have access to classified information merely by being in a place where classified material is kept, provided that the security measures which are in effect prevent him from gaining knowledge of classified information.

c. *Direct Communication.* Correspondence and communications relating to visits will be routed between the offices concerned, subject to procedures prescribed in e below.

d. *Limitation on Documents.* Authorization to visit does not constitute authority for release of documents to visitors.

e. *Requests for Admission.* All requests from persons acting as private individuals should be referred to the commander of the installation to be visited for approval or disapproval. All requests for permission to visit Air Force installations or activities which will involve access to classified information will:

- (1) Be in writing.

- (2) Be made sufficiently in advance of the proposed visit to permit appropriate action and clearance when required.
- (3) Be forwarded to the office or headquarters indicated in paragraph 6 as having the authority to approve the disclosure of the classified information involved.
- (4) Include the following information, as applicable:
 - (a) Name in full, grade, title, position.
 - (b) Nationality of visitor (immigrant aliens will furnish alien registration number), date, and place of birth.
 - (c) Current residence or military assignment.
 - (d) Employer or sponsor.
 - (e) Name and location of installation or activity to be visited.
 - (f) Date, time, and duration of visit.
 - (g) Purpose of visit, in detail.
 - (h) Security clearance status of visitor and name of clearing agency (if clearance previously granted).

63. Visits to Air Force Installations:

a. Visits Involving Access to Classified Defense Information:

- (1) *Approval.* Individuals may be permitted to visit Air Force installations or activities to receive classified information or to have access thereto only if disclosure or dissemination of the information involved is approved in accordance with the applicable provisions of paragraphs 5 and 6.
- (2) *Written Authority for Admission.* Written authority is mandatory for admission of visitors to Air Force installations for access to classified information.
- (3) *Concurrences and Notices.* The authority which approves a request to visit another Air Force installation, whenever practicable, will refer the request to the commander of the installation to be visited for concurrence or recommendation prior to finally approving the visit. In all cases, the authority which approves such a visit will promptly notify the commander concerned and will specify any limitations or restrictions to be placed upon the visitor.

b. Visits Not Involving Access to Classified Information:

- (1) *U. S. Citizens and Certain Aliens.* United States citizens and aliens who are in the United States for permanent residence under an immigration visa, including casual visitors, accredited reporters, photographers, and other representatives of publicity agencies, may be admitted to Air Force installations on the authority of the commander concerned, provided that classified matter is not shown to, or discussed with them, and provided, further, that the mere presence of such persons will not afford them access to, or knowledge of, classified information.
- (2) *Foreign Nationals.* Foreign nationals (other than aliens referred to in (1) above) may be admitted to Air Force installations for social purposes, for activities open to the general public, for authorized medical treatment, and, in connection with emergency landings, by authority of the commander, provided that no classified matter is shown or discussed, and provided, further, that the mere presence of such persons will not afford them access to, or knowledge of, classified information.

64. Visits to Atomic Energy Commission Installations or Facilities:

a. *Contractor Facilities.* Except when proposed visits will be in accordance with special arrangements made with field activities of the Atomic Energy Commission which are authorized to approve visits, requests for authority to visit contractors' facilities of the Atomic Energy Commission will be submitted through command channels to the Assistant for Atomic Energy, Headquarters USAF, Washington 25, D. C. Requests for visits will include the following:

- (1) Purpose and scope of the visit.
- (2) Person(s) and place(s) to be visited.
- (3) Date of visit.
- (4) Statement of type of clearance granted and date thereof.
- (5) Statement that visit is necessary to the best interests of the common defense and security of the United States.
- (6) Statement as to whether arrangements for the proposed visit have been made with the facility and the results of such arrangements, includ-

ing the name of the person with whom the arrangements were made.

b. *Installations and Employees.* See AFR 205-48 for instructions regarding requests for access, through visits or conferences, to "restricted data" in possession of Atomic Energy Commission employees.

65. Control of Visitors:

a. *Responsibility.* The commander of an Air Force installation is the local representative of the Department of the Air Force in 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 promptly request instructions from the office which authorized the visit.

b. *Restrictions on Movements of Visitors.* The commander of an Air Force installation must place such necessary restrictions on the movement of visitors entering his installation as will insure adequate protection for classified information in his possession, custody, or control. Visitors who have been specifically authorized access to classified matter will be accompanied by the commander or his designated representative, who will be informed as to the limitations or restrictions placed upon the visitor.

66. Reports. Commanders of Air Force installations will promptly forward through military channels to the Chief of Staff, USAF, a report on all foreign nationals, except aliens in the United States for permanent residence under an immigration visa, who visit their installations and who have access to military information or projects under the control or jurisdiction of the Air Force. The report will include:

- a. Name, official position, and nationality.
- b. Authority for visit.
- c. Matters in which the visitor showed greatest interest.
- d. General type or nature of questions asked.
- e. Expressed object of 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 of what was shown, discussed, explained, and refused.
- i. If classified matter was shown or discussed, the highest classification of information disclosed.

SECTION VIII—UNIT MOVEMENTS, INDIVIDUAL TRAVEL, AND MOVEMENTS OF SUPPLIES

67. Applicability:

a. *Periods of Peace:*

- (1) The provisions of paragraph 68 will apply during periods of peace or periods following the termination of hostilities and before peace is formally declared. If, during times of peace, military forces of the United States becomes engaged in hostilities within a limited geographic area, and war is not declared, the provisions of paragraph 68 will also apply to unit movements, individual travel, and movements of supplies not associated with the conduct of operations within such limited area.
- (2) During periods of limited hostilities referred to in (1) above, all of the provisions of this section, other than paragraph 68, will apply to unit movements, individual travel, and movement of supplies associated or intended to be associated with the conduct of operations within the geographic area involved. However, within his respective area of jurisdiction and control, the Chief of Staff, USAF, and the commander of the forces in the operational area involved may assign or authorize the assignment of items of information to a defense classification lower than that specified in the applicable paragraphs of this section if the higher security safeguards provided for the higher category are determined to be unnecessary.

b. *Periods of War.* During periods of war all of the provisions of this section other than paragraph 68 will apply throughout the Air Force.

68. Periods of Peace or Following Termination of Hostilities:

a. *General.* Information concerning the movement of units or supplies and individual travel normally will be unclassified.

b. *Requirements for Classification:*

- (1) Elements of information (such as destination and other elements which should be safeguarded) concerning movements of units, individuals, or supplies, other than movements within oversea areas in which Air Force

units are stationed, will be classified SECRET or CONFIDENTIAL only when such classification is authorized by the Chief of Staff, USAF. Separate instructions directing such classification will be issued to offices and personnel concerned.

- (2) Commanders of Air Force commands overseas are authorized to classify elements of information concerning movement of units or supplies within their respective areas.
- (3) The provisions of paragraphs 71, 72, 73, and 74 will apply to classified movements referred to in this paragraph.
- (4) Whenever a movement order is classified, the various classified elements thereof will be indicated. An example of an explanatory paragraph is as follows:

The following classified elements of information are contained herein: SECRET equipment (par 11a); CONFIDENTIAL mission (par 1); consignee combination (pars 2 and 3). All other elements of this order are unclassified.

69. Classification Requirements During Time of War:

a. *Movement of Personnel or Supplies.* Information of movements of personnel or supplies will be classified, when appropriate, as SECRET or CONFIDENTIAL by persons authorized to assign such classifications under paragraph 19. To insure proper and uniform classification, it is essential that documents concerning movements be classified in accordance with the principles contained in this section.

b. *Unit Movements or Travel of Replacements to Theaters of Operation.* The following elements of information concerning unit movements or travel of replacements or individuals to a theater of operations or other destination will be classified as indicated, except as stated in paragraph 76:

- (1) **SECRET.** Documents which contain any one of the following elements, either directly or by implication, normally require a classification of SECRET and in no case will they be classified lower than CONFIDENTIAL.

- (a) Oversea or intertheater destination in the clear, when such destination is an active theater or

area of operations or a specific location therein.

- (b) A specific port of destination within continental United States for return 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 as 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 normally will be classified CONFIDENTIAL:
 - (a) Inactive theater of operations as a destination, in the clear, provided that 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 operation.
 - (c) A list or tabulation of two or more units combined with and included under a single shipment number or other comparable code designation.
 - (d) The following types of information, or documents containing this information, *except as indicated in (1) above:*
 1. Orders, communications, reports, and other documents concerning unit movements, oversea or domestic travel of replacements, contingents, or oversea travel of individuals. However, reports and communications concerning movements need not be classified if the classified elements of in-

formation 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.

2. Unit movements between inactive theaters of operations, between the United States and inactive theaters of operations, within inactive theaters of operations, and domestic troop movements within continental United States, provided that such movements are not associated with further movement to an active theater or area of operations.
3. Continental United States as a destination in the clear, provided that the specific port of debarkation in travel by water is not shown.
4. The combination of a single unit with its oversea shipment number and letter, or other comparable code designation.

c. Travel Within Continental United States. Travel of individuals within continental United States which is not associated with further movement to a theater or area of operations or with classified activities normally will not 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 unit movements, will be governed by the classification requirements set forth in b above.
- (2) The following rules will apply to movements of supplies which are not associated with specific units or unit movements:
 - (a) Such supplies normally will 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) Such supplies may be addressed in the clear to oversea destination when authorized by the Secretary of the Air Force. This method of addressing normally will not 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 of 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 that such orders accompany the personnel or supplies aboard the hospital ship.

f. Returns to Continental United States. Classification requirements are the same as those prescribed herein above.

70. Reason for Classification in Time of War. Whenever a classification is assigned to a movement order, the various elements of classified information will be indicated therein. Unclassified elements, if any, will be identified for the guidance of commanders and all other persons involved. An example of an explanatory paragraph is as follows:

The following SECRET and CONFIDENTIAL elements of information are contained herein: SECRET equipment (par 11c); tabulation of units (par 1); CONFIDENTIAL mission (pars 2 and 3). All other elements of this order are UNCLASSIFIED.

71. Responsibility:

a. Commanders. Commanders will insure that personnel affected by this section are instructed in these provisions, as applicable, and warned of the danger involved in the disclosure to unauthorized persons of classified information

concerning unit movements or movements of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations or other destination.

b. *Individuals:*

- (1) All persons who receive information concerning movements of personnel or supplies are forbidden to make public or to inform unauthorized persons of any classified element of such information.
- (2) 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.
- (3) Arrival in a theater of operations or other destination does not diminish the necessity for 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, number of troops, or kinds of cargoes carried.

72. 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 furnished unclassified to persons authorized to receive such reports, provided that 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 a letter or abbreviation may be used to identify the impedimenta of each element of a unit in the movement.

73. In Staging Areas:

a. Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of staging areas or ports or aerial ports of embarkation are authorized to restrict to prescribed limits all personnel under orders for movement to a theater or area of operations for a period normally no longer than 72 hours prior to departure. The period of restriction which is prescribed need not indicate actual time of departure. For example, a 72-hour period of restriction may be imposed 48 hours in advance of the scheduled movement.

c. During the period of restriction, communication with other military personnel and civilians may be prevented or limited as may be considered necessary by the staging area, port, or airport commander concerned.

74. Embarkation:

a. Unit movements will be made 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 the piers on the day of sailing.

75. At Sea:

a. After sailing from the port of embarkation, the destination may be disclosed to members of units, replacements, or individuals aboard ship as necessary for training or indoctrination en route. When such information is disclosed, personnel will be warned of the necessity for its protection. 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.

76. Movements by Air During Time of War:

a. Generally, all of the requirements for water movements apply to movements by air of units or subdivisions thereof to a theater or area of operations and to return movements to the continental United States.

b. In documents containing information of travel to a theater or area of operations by mili-

tary aircraft of replacement contingents and individuals, as distinguished from units, the inclusion of the following elements normally will require a classification of CONFIDENTIAL:

- (1) Oversea or intertheater geographical destinations, unless the presence of troops or particular military installations at such destinations is classified higher than CONFIDENTIAL.
- (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 CONFIDENTIAL.
- (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 69 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 replacement contingent and individuals may be unclassified, even though they contain elements of information for which a classification of CONFIDENTIAL is required by b(1), (2), (3), and (4) above. Orders for oversea *temporary duty* travel of individuals by military or commercial aircraft may also be unclassified.

e. All individuals involved in air movements, communicating from intermediate stopping points, will refrain from disclosing classified information to unauthorized persons.

f. 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 CONFIDENTIAL information.

77. 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.

c. The movements or travel by rail or motor from the zone of interior to the theater of operations and the security provisions applicable to ports of embarkation will apply also 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.

SECTION IX—AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED AREAS

78. Air Space Reservations:

a. *Definition.* 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 of the United States, 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.

b. *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.

c. *Responsibility of Commanders.* The commander of an installation over which an air space reservation has been established is responsible for the surveillance of the designated air space and for the prompt report to the Chief of Staff, Headquarters USAF, Washington 25, D. C., through military channels, of any illegal flight therein.

79. Restricted Areas:

a. *Protection of Property or Places:*

- (1) Commanders of major air commands, numbered air forces, air divisions, wings, groups, and installations have been designated and authorized by the Secretary of Defense, in a memorandum for the Secretary of the Air Force, 11 May 1951, subject: "Authority of Military Commanders Under the Internal Security Act of 1950 to Issue Security Orders and Regulations for the Protection of Property or Places Under Their Command," to promulgate regulations for the protection or security of military property or places subject to their

jurisdiction, administration, or in their custody, as contemplated by Section 21, P. L. 831, 81st Congress, Internal Security Act of 1950, contained in paragraph 39, AFR 205-2.

- (2) Regulations promulgated by the commanders designated by the Secretary of Defense will be in accordance with such policies and procedures as have been or may be published by the Department of the Air Force relative thereto, including the provisions of b and c below. The regulations will be posted in a conspicuous and appropriate place and will cite both the designation of the commander by the Secretary of Defense and the public law under which the designation was made.

b. *Designation of Restricted Areas.* The commander of an Air Force installation will designate as a "restricted area" such areas under his jurisdiction as he considers necessary to promulgate regulations pursuant to Section 21 of the Internal Security Act of 1950. 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 (*area, building, etc.*) without written permission of (*authority*).

c. *Procedure in Case of Violations.* Persons not subject to military law who violate regulations duly promulgated by designated commanders will be delivered to the appropriate civil authority, subject to the provisions of (1) and (2) below.

- (1) The commander of an Air Force 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 as soon as practicable by proper authority. If there is no evidence of intent to violate the regulations, the person may be warned against repetition and released. Otherwise, the commander will promptly notify the nearest office of the Office of Special Investigations of the incident by the fastest means available. That office will immediately request the nearest office of the Federal Bureau of Investigation to take custody of the individual at the installation as soon as possible. The commander will furnish the representative of the Federal Bureau of Investigation 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, and custody of the individual has not been effected, the commander will promptly notify the nearest district office of the Office of Special Investigations of all the facts, including the names and addresses of the witnesses. The district office will notify immediately the nearest office of the Federal Bureau of Investigation.

30. Reserved Areas. 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.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

K. E. THIEBAUD
Colonel, USAF
Air Adjutant General

N. F. TWINING
Chief of Staff, United States Air Force

1 Attachment:
Notice to all Personnel

DISTRIBUTION:

D

NOTICE TO ALL PERSONNEL
SUBJECT: Safeguarding Classified Information

1. Purpose. This notice is circulated to all personnel, military and civilian, to advise them of the necessity for safeguarding such classified information as may become known to them, and to inform them of their personal and individual responsibility for preventing the disclosure of classified information to unauthorized persons. It is intended for informational purposes only. The provisions of instructions promulgated in AFR 205-1, "Safeguarding Military Information," apply to all personnel who are granted access to, or who have knowledge of, classified information. The requirements of AFR 205-1 are in accord with the provisions of Executive Order 10501, "Safeguarding Official Information in the Interests of the Defense of the United States," dated 5 November 1953, contained in AFBul 23, 1953.

2. Definitions:

a. *Classified Information*—Official information, the safeguarding of which is necessary in the interest of national defense, and which is classified for such purpose by appropriate classifying authority.

b. *Classify*—To assign information to one of the three authorized defense classification categories, "TOP SECRET," "SECRET," and "CONFIDENTIAL," after determining that the information requires protection as classified information.

c. *Classified Matter (Material)*—Classified information in any form or of any nature, including documents, products, or substances on or in which classified information is recorded or embodied.

d. *TOP SECRET*—Classification for defense information, the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation.

e. *SECRET*—Classification for defense information, the unauthorized disclosure of which could result in serious damage to the Nation.

f. *CONFIDENTIAL*—Classification for defense information, the unauthorized disclosure of which could be prejudicial to the defense interests of the Nation.

3. Need for Classification. Military information is of varying degrees of value to foreign governments and enemy forces and therefore requires corresponding degrees of security protection. It is essential that official matter be examined and evaluated by proper authority, and, if safeguarding is necessary in the interests of the defense of the United States, classified in ac-

cordance with the degree of protection necessary for its security.

4. Examples of Classified Matter. War plans, intelligence studies, design details of new aircraft, performance data on tactical aircraft, cryptographic material, and combat capability of tactical units are examples of many types of military information which require protection as classified information and strict limitation on distribution or dissemination. Military publications used for training purposes in connection with tactics and techniques or as guides for servicing and repairing important materiel, such as radar equipment or aircraft engines, are examples of documents which may contain classified information and be given comparatively wide dissemination within the Air Force. Military correspondence, including messages, which reveals information, the safeguarding of which is necessary in the interests of the defense of the United States, must be classified and accorded the proper degree of protection.

5. Command Responsibility:

a. In accordance with Executive Order 10501, the Secretary of the Air Force, as the head of a department within the Executive Branch, has ultimate responsibility for the safeguarding of classified information within the Air Force. Under the direction of the Secretary of the Air Force, the Chief of Staff, USAF, exercises control over all policies relating to the safeguarding of classified information.

b. Each commander is responsible for the preparation and execution of detailed programs for the safeguarding of classified information within his control or jurisdiction, consistent with policies prescribed in AFR 205-1. It is the responsibility of the commander to control and prescribe the distribution or dissemination to be made of classified information originated or received within a headquarters or unit, subject to the provisions of AFR 205-1.

c. A commander may delegate to other officers within his headquarters the performance of security control functions charged to him in AFR 205-1, but responsibility for the safeguarding of classified information within his command control remains with and rests upon him.

6. Individual Responsibility:

a. In accordance with Executive Order 10501, and as prescribed in AFR 205-1, responsibility for the protection of classified information rests upon each individual in the Department of the Air Force having such information or knowl-

edge thereof, no matter how that information or knowledge was obtained or developed. It is the responsibility of all military and civilian personnel to familiarize themselves with and adhere to the provisions of AFR 205-1 and all other regulations which apply to them in the performance of their duties and which are issued for the protection of classified information.

b. All requirements of AFR 205-1 and related security instructions must be considered and observed by each person having knowledge of, or responsibility for, classified matter. It is the sum total of all elements of security policy applied by every person to his individual and official actions, *regardless of position or grade*, which results in adequate security of classified information and the military operations and other activities to which it pertains.

c. Persons who sign or otherwise approve classified documents are responsible for insuring that the classification assigned is the correct one and that the proposed distribution is necessary and authorized.

7. Dissemination of Classified Information:

a. *Limitation.* No person is entitled to knowledge or possession of, or access to, classified information solely by virtue of his office or position. The dissemination of classified information must be limited strictly to those persons whose official duties require such access in the interest of promoting national defense and only if they have been determined to be trustworthy.

b. *Possession or Use.* The possession or use of classified defense information is limited to locations where facilities for secure storage or protection thereof are available by means of which unauthorized persons are prevented from gaining access thereto.

c. *Discussion and Access.* Classified information may not be discussed either in public or in private with or in the presence or hearing of unauthorized persons, and the latter may not be permitted to inspect or have access to such information.

d. *Determination of Requirement.* Responsibility for determining whether a person's official duties require that he possess or have access to any element or item of classified information and whether he is authorized to receive it rests upon the individual who has possession, knowledge, or command control of the information involved and not upon the prospective recipient. The individual who has possession, knowledge, or command control of the information will not disclose it or permit access thereto, however, unless he is authorized to do so pursuant to the provisions of AFR 205-1.

e. *Special Provisions for TOP SECRET.* Particularly careful control is exercised concerning the dissemination of TOP SECRET information. A record is kept by the originator and recipient of each TOP SECRET document of all individuals who are afforded access to information contained in the document.

f. *Limitations on Authority to Disseminate.* In accordance with Executive Order 10501, classified information may not be disseminated outside the Executive Branch by any person or agency having access thereto or knowledge thereof except under conditions and through channels authorized by the head of the disseminating agency, even though such person or agency to which dissemination is proposed to be made may have been solely or partly responsible for its production. Classified information may not be released or disseminated outside the Air Force to the following persons or activities except in accordance with the policy and procedures promulgated in AFR 205-1: Private individuals, firms, corporations, and organizations, including contractors of the military departments; State agencies; Federal agencies, including other agencies of the Department of Defense, other departments and agencies of the Executive Branch, and agencies of the Legislative and Judicial Branches; and foreign governments and individual foreign nationals.

8. Assignment of Defense Classification:

a. The assignment of military information initially to a defense classification is a responsibility of command. Within a headquarters, as a general rule, the office which originates, develops, or otherwise has the primary interest in any information determines the classification required therefor, if any.

b. AFR 205-1 names the persons in the Air Force, by position, who are authorized to classify information originally as TOP SECRET and as SECRET. These persons are authorized to designate in writing additional individuals within their respective offices or headquarters to classify information.

c. Information may be classified as CONFIDENTIAL by any commissioned officer or key civilian employee, subject to the applicable provisions of AFR 205-1 and such restrictions as may be imposed by the commander of the headquarters or unit to which they are assigned.

d. The person responsible for preparing documents and other material which contain information specifically designated in AFR 205-1 as being TOP SECRET, SECRET, or CONFIDENTIAL, or which contain classified information copied or otherwise reproduced from other material, is responsible for insuring that such material is marked with the proper defense classification.

e. When determination has been made as to the classification required, classified documents are conspicuously marked with the assigned classification in accordance with detailed rules prescribed in AFR 205-1. Appropriate rules also apply in the case of classified equipment and other materiel, and in event of changes in assigned classifications on any material.

f. It is essential that information be assigned the lowest classification consistent with its proper protection in order to avoid depreciation of the importance of correctly classified information, to avoid unnecessary expense and delay in the handling and transmission of documents and other matter, and to preserve the integrity of the individual classification.

9. Authority To Downgrade and Declassify. The authority that originally classified an item of information, or higher authority in the same chain of command, may downgrade or cancel the assigned classification whenever conditions warrant such action.

10. Preparation and Reproduction of Classified Information. Classified information may be prepared initially, copied, photographed, or otherwise reproduced only when necessary to satisfy actual military or other official governmental requirements. Special rules are prescribed in AFR 205-1 concerning the preparation of TOP SECRET documents, and the reproduction of such documents is not authorized unless specifically approved by the office of origin or, in the case of Air Force information, higher authority in the same chain of command as the office of origin.

11. Storage of Classified Matter:

a. When classified material, including documents, is not in actual use, it must be placed in safe storage or under armed guard.

b. Storage requirements for material classified CONFIDENTIAL or higher vary according to the security category and whether the material is registered cryptographic material or non-cryptographic registered documents. Normally, TOP SECRET matter and all registered documents must be stored in a safe, steel file cabinet, or other steel container having a three-position combination lock and being of such weight, size, construction, or installation as to minimize possibility of physical theft or damage by fire or tampering. Nonregistered SECRET and CONFIDENTIAL material may be stored in the same manner as TOP SECRET material or in a steel file cabinet equipped with a steel lockbar and an approved three-position combination dial-type padlock.

c. Unauthorized persons will not be permitted to possess the combination or keys to

storage containers or have access to classified information in storage.

d. Persons who have custody of classified material are required to accomplish the necessary inspections within their respective areas to insure that all procedural safeguards prescribed in AFR 205-1 are taken to protect such material at all times. In each headquarters or unit, individuals are designated specifically to make inspections on a room or area basis at the end of, or after, normal duty hours each day to insure that all classified material has been properly stored and that all locking devices are secure.

12. Destruction of Classified Information:

a. When destruction of classified matter is authorized it must be destroyed by burning, except as indicated below.

b. When authorized by a commander under conditions prescribed in AFR 205-1, classified documents may be destroyed by reduction to pulp.

c. AFR 205-1 contains detailed instructions regarding the destruction of classified equipment or other materiel and the destruction of any classified material in the event of an emergency.

13. Removal and Return of Classified Matter:

a. As a general rule, classified material may not be removed by any individual from the office or unit having custodial responsibility for the material unless specifically authorized or directed by the commander concerned or the person designated by name or office to act for him. Strict rules are prescribed in AFR 205-1 concerning the removal of classified matter by individuals to perform work at their places of residence, for use during visits to other stations, or for other similar purposes.

b. All classified material held by individuals must be returned to their respective offices or units prior to retirement, separation from the service or civilian employment, change of duty assignment, or revision to inactive status.

14. Transmission of Classified Matter:

a. Commanders are responsible for providing for the security of interoffice transmission of classified matter within their respective headquarters, subject to certain specific requirements prescribed in AFR 205-1 regarding special measures applicable to TOP SECRET matter, registered documents, and cryptographic material.

b. When transmission of classified matter outside a headquarters is authorized, the method of dispatch or transmission must conform with those authorized in AFR 205-1, which vary according to the degree of classification and the type of material involved. In general, TOP

SECRET material is dispatched from a headquarters through TOP SECRET control channels by specifically designated and cleared commissioned or warrant officers or key civilian employees; it is never transmitted by mail channels. SECRET material may be transmitted by U. S. registered mail or by selected military personnel and civilian employees. CONFIDENTIAL material is transmitted in the same manner as SECRET matter.

c. Additional instructions are contained in AFR 205-1 regarding the selection of methods of transmitting registered documents and registered cryptomaterial, transmitting classified matter outside the United States, the shipment of classified equipment and other materiel, and the transmission of classified information by electrical means.

d. Whenever individuals are selected to act as couriers or messengers for the transmission of classified matter, the transmitting authority will insure that such individuals are given proper instructions as to the security and delivery of the material. Failure to receive such instructions, however, will not relieve couriers or messengers of their responsibility for the security and proper delivery of the material.

15. Precautions Necessary for Safeguarding. The following rules are selected from AFR 205-1 as having general application to all military personnel and civilian employees:

a. *Identification of Personnel.* Before discussing, or permitting access to, classified information, the intended recipients must be completely and indisputably identified. If a prior personnel security clearance is prescribed as a prerequisite for access to the information involved, clearance of the intended recipients will be verified before discussing or permitting access to the information.

b. *Advising of Need for Protection.* When classified information is discussed with persons who are subject to military law or employed in the Executive Branch of the Federal Government, such persons will be informed of its classification. When classified information is discussed with persons in or out of Federal service, other than those subject to military law or employed in the Executive Branch, such persons will be informed that the information affects the national defense of the United States within the meaning of the Espionage Laws and that its revelation to an unauthorized person is prohibited by law.

c. *Telephone Conversations.* Discussion of classified information over the telephone is prohibited.

d. *Correspondence.* Classified information must not be included in personal correspondence.

Official correspondence containing classified information intended for delivery to a specific individual in an office will be addressed in the proper manner to the head of the office or commander of the headquarters and marked for the *attention* of the individual in order to preclude the possibility of classified matter being forwarded through unauthorized channels or being disclosed to unauthorized persons in event of transfer, death, or other change in personnel status.

e. *Publications.* The inclusion of classified information in any commercial publication or in any personal article, thesis, or other product written for publication or distribution, or the contribution in any manner of classified information to other persons for such use, is prohibited.

f. *Care of Documents in Use.* Classified documents in use will be kept under the constant surveillance of the person responsible therefor. They should be placed in proper storage, covered, turned face down, or otherwise protected when visitors are present.

g. *Rescission.* Classified documents which have been rescinded or superseded will be afforded the protection required for their category until destroyed.

16. Loss or Subjection to Compromise:

a. *Reporting.* Any person, civilian or military, who has knowledge of the loss or possible subjection to compromise of classified information, or release or disclosure of classified information to any unauthorized person, is required to report such fact promptly to his immediate superior or commander. The latter individual will take further action as prescribed in AFR 205-1 to afford proper protection for the plans, operations, projects, or other activities which may be affected, and to insure that a proper inquiry or investigation of the case is made.

b. *Disciplinary Action.* Violations of or failure to observe the provisions of security regulations will be treated under disciplinary procedures authorized by law and prescribed in applicable regulations. The unauthorized disclosure of classified information by any individual, including key civilian executives and military personnel regardless of grade or position, may result in dismissal or prosecution under law, in the case of civilians, or trial by court martial in the case of military personnel.

17. Atomic Energy "Restricted Data." Except for certain additional rules prescribed in AFR 205-1 relating to marking, dissemination, and transmission, this notice also applies to "restricted data," as defined in the Atomic Energy Act of 1946, which is classified TOP SECRET, SECRET, or CONFIDENTIAL.