
CUFONSM

The Computer UFO Network

<http://www.cufon.org/>

email@cufon.org

Dale Goudie – Information Director, Jim Klotz – SYSOP, Chris Lambright - Webmaster

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 ONE 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

Adobe Acrobat ® Software underwritten by:

Roderick Dyke

**Archives for UFO Research,
News and Information Services**



DEPARTMENT OF THE AIR FORCE

AIR FORCE HISTORICAL RESEARCH AGENCY
MAXWELL AIR FORCE BASE, ALABAMA

19 February 1999

Ref: O99-263.db

FOIA 99-044

HQ AFHRA/RSA
600 Chennault Circle
Maxwell AFB AL 36112-6424

Dale Goudie

-ADDRESS DELETED
BY CUFON-

Mr Goudie,

Thank you for your inquiry. As I said in my response to your previous FOIA, we do not maintain a regulation archive here, and did not have the regulation for which you asked. The enclosed copy is from the Air University library.

Since both FOIAs were dated 23 January, I have provided you the document rather than referred the request to AU. Nevertheless, for subsequent obsolete AF regulation requests, please be aware that the Air University is a separate government agency entirely, and therefore any correspondence requesting documents under its control should be addressed to them.

Good luck with your research.

Sincerely,

DAVID A. BYRD, MSgt, USAF
Inquiries Branch

Atch: AFR 205-1, "Security," 15 Dec 53

SIS by APR 205-1
3 JAN 56

*AFR 205-1

AIR FORCE REGULATION }
NO. 205-1 }

DEPARTMENT OF THE AIR FORCE
WASHINGTON, 16 DECEMBER 1953

See also AFL 205-3 18 Feb 55

SECURITY

Safeguarding Military Information

SECTION I—GENERAL PROVISIONS

Paragraph

Purpose and Scope.....	1
Definitions.....	2
Need for Classification.....	3
Responsibility.....	4
Accountability and Dissemination of Classified Information.....	5
Limitations on Authority To Disseminate.....	6
Preparation, Reproduction, and Photographing of Classified Matter.....	7
Storage of Classified Matter.....	8
Destruction of Classified Matter.....	9
Removal of Classified Matter.....	10
Return of Classified Matter.....	11
Commercial and Service Publications.....	12
Legal Instruments.....	13
Telephone Conversations.....	14
Precautions Necessary for Safeguarding.....	15
Loss or Subjection to Compromise.....	16
Violations Not Involving Compromise.....	17
Reports Control Symbol and Supply of Forms.....	18

SECTION II—CLASSIFYING, CHANGES IN CLASSIFICATION, AND MARKING

Authority To Classify.....	19
Responsibility for Classifying.....	20
Use of Lowest Consistent Classification.....	21
Top Secret Matter.....	22
Secret Matter.....	23
Confidential Matter.....	24
Rules for Classifying.....	25
Changes in Classification.....	26
Marking of Classified Matter.....	27
Information Originated by a Foreign Government or Organization.....	28

SECTION III—HANDLING AND TRANSMISSION OF CLASSIFIED MATTER

Handling and Transmission of Top Secret Matter.....	29
Handling and Transmission of Secret and Confidential Matter.....	30
Messages.....	31
Special Procedure for Safeguarding From Disclosure to Foreign Nationals.....	32
Designation and Instruction of Couriers and Messengers.....	33
Transmission and Receipt of Cryptomaterial.....	34
Protection of Shipments (Except Cryptomaterial) via Commercial Carriers Within United States or Its Possessions.....	35
Protection of Shipments Outside the United States.....	36
Transmission of Classified Files.....	37

SECTION IV—REGISTERED DOCUMENTS

Definition, Identification, and Appointment of Custodian.....	38
Authority To Register.....	39
Office of Origin and Office of Record.....	40
Preparation.....	41
Revision and Reproduction.....	42
Inventory and Report of Possession (RCS 1-AF-G4).....	43
Report of Transfer.....	44
Prescribed Forms.....	45
Interdepartmental Transfer of Registered Documents.....	46
Disposition or Destruction.....	47

*This Regulation supersedes AFR 205-1, 24 July 1953.

SECTION V—COMMUNICATIONS SECURITY

	<i>Paragraph</i>
Authorization of Cryptosystems.....	48
Registered Cryptomaterial.....	49
Responsibility for Security.....	50
Drafting of Messages.....	51
Classifying Messages.....	52
Paraphrasing Messages.....	53
Handling and Transmitting Copies of Classified Messages.....	54

SECTION VI—ATOMIC ENERGY "RESTRICTED DATA"

General Provisions.....	55
Designation.....	56
Classifying, Downgrading and Marking.....	57
Dissemination.....	58
Transmission.....	59
AEC Top Secret "Restricted Data" Documents.....	60
Violations.....	61

SECTION VII—VISITORS

General Provisions.....	62
Visits to Air Force Installations.....	63
Visits to Atomic Energy Commission Installations or Facilities.....	64
Control of Visitors.....	65
Reports.....	66

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

Applicability.....	67
Periods of Peace or Following Termination of Hostilities.....	68
Classification Requirements During Time of War.....	69
Reason for Classification in Time of War.....	70
Responsibility.....	71
Rail and Motor Movements.....	72
In Staging Areas.....	73
Embarkation.....	74
At Sea.....	75
Movements by Air During Time of War.....	76
Theater of Operations in Continental United States.....	77

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

Air Space Reservations.....	78
Restricted Areas.....	79
Reserved Areas.....	80

SECTION I—GENERAL PROVISIONS

1. Purpose and Scope:

a. This Regulation prescribes policies and procedures for identifying, classifying, and protecting official information which requires safeguarding in the interests of the defense of the United States. It applies throughout the Air Force. The requirements of this Regulation 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.

b. This Regulation applies to classified information as defined in paragraph 2b, and the terms "classified defense information," "classified information," "classified matter," "classified

material," "defense classification," "defense category," "classify," "declassify," "upgrade," and "downgrade" as used in this Regulation apply or relate only to official information which requires safeguarding in the interests of the defense of the United States.

2. Definitions. For the purpose of this Regulation the following definitions will apply:

a. *Atomic Energy "Restricted Data"*—As defined by Public Law 585, 79th Congress (Atomic Energy Act of 1946), means all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the use of fissionable material in the production of power, but shall not include any data which the Atomic Energy Commission from time to time determines may be published with-

out adversely affecting the common defense and security.

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

c. *Classify*—To assign information to one of the three classification categories after determination has been made that the information requires the protection provided by this Regulation.

d. *Communications Security*—The protection resulting from all measures designed to deny to unauthorized persons information of value which might be derived from communications.

e. *Declassify*—To remove the classification.

f. *Document*—Any recorded information regardless of its physical form or characteristics. Includes, but is not limited to, the following: All written material, whether handwritten, printed, or typed; all painted, drawn, or engraved material; all sound or voice recordings; all printed photographs and exposed or printed film, still or motion picture; and all reproductions of the foregoing, by whatever process reproduced.

g. *Downgrade*—To assign a lower classification than that previously assigned.

h. *Foreign Nationals*—All persons not citizens of the United States, and all citizens of the United States who are acting either in the United States or in a foreign country as representatives, officials, or employees of a foreign government, firm, corporation, or individual.

i. *Information*—Knowledge which can be communicated, either orally or by means of material.

j. *Material*—Any document, product, or substance on or in which information may be recorded or embodied.

k. *Materiel*—Any article, product, substance, or apparatus from which information may be obtained. It comprises military arms, armament, and equipment, both complete and in process of research, development, experimentation, and construction, and includes elements, components, accessories, models, fixtures, mockups, jigs, and dies associated therewith.

l. *Munitions of War*—Any and all items required for war, including food and all other supplies and equipment, but excluding manpower.

m. *Numbered Document*—Any nonregistered document to which, for administrative reasons, a number is assigned for bookkeeping or reference purposes only.

n. *Primary Interest*—Primary interest in any military information is in the headquarters or agency which originated or originally classified it, or which within any chain of command is charged with control or jurisdiction over the information or current types of information similar thereto.

o. *Registered Matter*—Any material to which a copy number is assigned and which is accounted for at prescribed intervals and upon specified occasions. It does not, however, include documents to which, for administrative reasons, a number is assigned for bookkeeping or reference purposes only.

p. *Research and Development*—Applies, as far as a particular project is concerned, to an item in the process of being created for use by the Department of the Air Force. Research and development ceases with the creation of an item that has passed service tests, is adaptable to production, and is adopted by the Department of the Air Force in accordance with applicable regulations.

q. *Security*—The protected condition of classified matter which prevents unauthorized persons from obtaining information of direct or indirect military value. It is a condition resulting from the establishment and maintenance of protective measures which insure a state of inviolability from hostile acts or influences.

r. *Short Title*—A designation applied to a classified document, project, materiel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, without giving any information relative to classification or content of the document, project, materiel, or device. It may include, for example, the first letter of each word of the subject of a document.

s. *Technical Information*—That which applies to data concerning munitions and equipment, engineering performance, instructions on maintenance and operation, and any descriptive matter or components thereof. This includes means of operation, manufacture, use, techniques, and processes. Information pertaining to the various sciences which may be employed directly or indirectly in warfare is also so classed. Data of a strategic or tactical nature are specifically excluded from the meaning of this term.

t. *Theater of Operations*—A term used to designate that portion of a theater of war necessary for military operations, either offensive or defensive, pursuant to an assigned mission, and for the administration incident to such military operations. Theater limits are usually designated by competent authority. An *inactive* theater of operations is one in which organized

enemy resistance has ceased. Normally, competent authority will announce when a theater of operations becomes inactive.

u. *Travel*—The movement of an individual who is not part of a unit or troop movement.

v. *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 are 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.

w. *United States*—In a geographical sense, includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. When used in this Regulation, the term "continental United States" means the 48 States and the District of Columbia.

x. *Upgrade*—To assign a higher classification than that previously assigned.

3. Need for Classification:

a. *Examination*. Military information is of varying degrees of value to foreign governments and enemy forces and therefore requires corresponding degrees of protection. Official information must be examined, evaluated, and, if safeguarding is necessary in the interests of national defense, classified in accordance with the degree of protection necessary for its safeguarding. Since the value of military information is subject to change, it must be examined from time to time and classified, upgraded, downgraded, declassified, or retained in its existing category in accordance with current conditions.

b. *Classification Categories*. Official information which requires protection in the interests of national defense will be limited to three categories of classification, which in descending order of importance, carry one of the following designations: "TOP SECRET," "SECRET," or "CONFIDENTIAL." No other designation will be used to classify defense information, including military information, as requiring protection in the interests of national defense, except as expressly provided by statute. The provisions of section II of this Regulation constitute rules for classifying items or types of information by category.

4. Responsibility:

a. *Command*:

(1) 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.

- (2) The Inspector General, USAF, is responsible for supervision of security training and orientation programs within the Air Force, and for establishing adequate and active inspection programs to the end that the provisions of this Regulation are administered effectively.
- (3) The Director of Intelligence, Headquarters USAF, is responsible for the development, promulgation, and implementation of Air Force policy relating to the disclosure of classified military information to foreign governments and their officially sponsored representatives.
- (4) Each commander (and other person exercising similar authority) is responsible for the preparation and execution of detailed programs for safeguarding classified information, documents, and materiel within his control or jurisdiction. This responsibility includes such accountability procedures as are necessary to control effectively the dissemination of classified defense information, with particularly severe control on material classified TOP SECRET under this Regulation, consistent with the policies and specific requirements prescribed in this Regulation. The commander will issue such supplementary directives or instructions concerning the preparation, classifying, declassifying, dissemination, reproduction, and safeguarding of classified information and material as requirements of his headquarters, command, unit, or other activity may dictate, including the necessary assignment of appropriate responsibility to subordinates for specific staff actions. He will also require that timely consideration be given the provisions of this Regulation, in connection with the initiation, development, or implementation of all plans, programs, or projects regardless of type, scope, or priority.
- (5) Responsible staff officers will be required to prepare a security annex in the form of a separate paragraph, section, or appendix, or an annex for inclusion in all documents containing exceptionally important plans, programs, or projects. The security an-

nex will include, as appropriate, specific guidance concerning, but not necessarily limited to, dissemination of the information in its entirety and the various elements thereof, classifying documents based upon selected portions of the information if preparation of such documents is authorized, and future downgrading or declassification of the elements of the plan, program, or project involved.

- (6) Commanders and other persons exercising similar authority will maintain active training and orientation programs within their command or jurisdiction for all concerned with classified defense information, to impress each such person with his individual responsibility for exercising vigilance and care in complying with the provisions of this Regulation.
- (7) Commanders and other persons exercising similar authority will insure that military and civilian personnel under their command or jurisdiction are properly indoctrinated regarding their responsibility for the safeguarding of classified information, and, also, upon separation from the service or termination of employment, regarding their continuing responsibility in this connection. Specific debriefing will be accomplished, upon separation from the service or termination of employment, for those military and civilian personnel who have had access to war plans, Atomic Energy "restricted data," important research and development projects, or other particularly sensitive areas of information as determined by the commander concerned or as prescribed by higher authority. As a minimum requirement, all personnel will be informed of the contents of the attachment to this Regulation, "Notice to All Personnel." The attachment may be reproduced locally for this purpose and should be modified and expanded as necessary to apply to local conditions and to selected groups of persons according to duty assignment.
- (8) A commander may delegate within his headquarters the performance of security control functions charged to him in this Regulation, but responsibility for the safeguarding of classified information within his command

control or jurisdiction remains with and rests upon him.

b. *Individual:*

- (1) The responsibility for the protection and accountability of classified information rests upon each individual in the Department of the Air Force having such information or knowledge thereof, no matter how that information or knowledge was obtained or developed.
- (2) All military and civilian personnel will familiarize themselves with and adhere to the provisions of this Regulation and all other regulations which apply to them in the performance of their duties and which are issued to protect classified information. 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 that information pertains.
- (3) Every person who signs or otherwise approves any document will insure prior to signature or other approval action, that:
 - (a) The correct classification is assigned to it, if protection is necessary.
 - (b) All applicable provisions of this Regulation have been complied with regarding the preparation, handling, and proposed distribution of the document if it contains classified information.
 - (c) Any instructions contained in the document do not require or authorize an action which will result in a violation of the provisions of this Regulation.

5. Accountability and Dissemination of Classified Information:

a. *General.* No person is entitled to knowledge or possession of, or access to, classified information solely by virtue of his office or position. Knowledge or possession of classified defense information will be permitted only to persons whose official duties require such access in the interest of promoting national defense and only if they have been determined to be trustworthy. Possession or use of classified defense information will be limited to locations where prescribed

facilities for secure storage or protection thereof are available.

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

c. *Determination of Requirement for Access.* Responsibility for determining whether a person's official military or other governmental 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. However, the individual who has possession, knowledge, or command control of the information will not disclose it or permit access thereto unless he is authorized to do so pursuant to the provisions of this Regulation. These principles apply equally if the prospective recipient is an organizational entity.

d. *Command Control.* A commander will prescribe the dissemination to be made of classified information originated or developed within his headquarters or unit or received within his control, subject to all of the applicable provisions of this Regulation and such separate instructions as may be issued by higher authority concerning limitations on, or requirements for, the dissemination or distribution of specific items of material or information. Proper control of dissemination of classified defense information shall be maintained at all times, including good accountability records of classified defense information documents, and severe limitation on the number of such documents originated as well as the number of copies thereof reproduced. The number of copies of classified defense information documents will be kept to a minimum to decrease the risk of compromise of the information contained in such documents and the financial burden on the Government in protecting such documents. Whenever specific limitations, additional to those prescribed in this Regulation, regarding the reproduction in whole or in part or further distribution or dissemination of classified matter by recipients are considered necessary by originating authorities, appropriate instructions will be included thereon or in the text. The registered documents system prescribed in section IV should be utilized, where practicable, to insure security control of documents of continuing importance.

e. *Automatic Distribution and Dissemination.* Regulations and other directives which are intended to provide for or authorize auto-

matic distribution of documents or dissemination of information will not be made applicable to classified information unless it is determined that the proposed distribution or dissemination of such classified information as may be involved is necessary and is authorized in accordance with all applicable provisions of this Regulation. Normally, automatic distribution of classified information outside the Department of Defense will not be authorized.

f. *Information Originating in an Agency Other Than Department of Defense.* Classified defense information originating in an agency outside the Department of Defense will not be disseminated outside the Department of the Air Force without the consent of the originating agency, except as otherwise provided by Section 102 of the National Security Act of July 26, 1947, c. 343, 61 Stat. 498, as amended, 50 U. S. C. sec. 403. (See paragraph 7c for instructions concerning reproduction of TOP SECRET and SECRET documents originated by an agency other than the Air Force.)

g. *Special Subjects and Categories.* Additional specific instructions regarding the dissemination of the following types and categories of information are contained in the paragraphs indicated:

- (1) TOP SECRET information — paragraph 29.
- (2) Cryptomaterial—paragraph 50d.
- (3) Atomic Energy "restricted data" — paragraph 58.

h. *Requests.* In accordance with the principles of instructions promulgated by the Secretary of Defense, a request for classified material will not be made by any individual unless he has a clear, official requirement for knowledge or possession of such material, and no request will be honored by any commander or other person, regardless of the grade or position of the requester, unless the validity of the request has been fully established on the basis of policy prescribed in this Regulation.

6. Limitations on Authority To Disseminate:

a. *To Department of Defense and Interdepartmental Activities.* Subject to the policy set forth in paragraph 5 and all other applicable provisions of this Regulation, originating headquarters or offices, or higher authority in the same chain of command as the originator, are authorized to release Air Force classified information to other activities and agencies within the Department of Defense and to officially constituted interdepartmental activities with Air Force membership in accordance with established

military channels with respect to correspondence with such agencies or activities. (For additional instructions relating to the Armed Services Technical Information Agency, see AFR 205-43.)

b. *To Civilian Activities:*

(1) *General.* Subject to all other limitations prescribed in this Regulation, classified information of primary interest to the Air Force, including that originated by an Air Force contractor, may be released as set forth hereinafter, to private individuals, firms, corporations, organizations, and State or Federal agencies (other than Department of Defense) *provided* that possession of the information by these persons or agencies is required in the interest of promoting national defense and they have been determined to be trustworthy.

(2) *Special Provisions:*

- (a) Classified information will not be released to any individual, activity, or agency outside the Executive Branch of the Government prior to obtaining adequate assurance from the prospective recipient that the information or material will be handled and safeguarded in a manner at least equivalent to all pertinent requirements prescribed in this Regulation. (See also (f) below.)
- (b) Particular care must be taken to release only such individual items of classified information or portions of classified documents, as the case may be, as are necessary to accomplish the purpose for which release is made.
- (c) Information will not be released if such release would violate any commitment made by the Air Force in obtaining it.
- (d) Individual or corporate rights originating in the information, whether patented or not, will be respected. Privately owned information will not be released without the consent of the owner.
- (e) A receipt will be obtained when documents classified TOP SECRET or SECRET are released to persons or activities referred to in (1) above. A receipt may also be obtained for CONFIDENTIAL documents released to such persons or activities

whenever the sender deems it necessary.

- (f) When TOP SECRET information is released to any person, activity, or agency outside the Department of Defense, the recipient will be advised that, as a condition of release, all persons who have access to the material shall be identifiable at all times and that reproduction of such matter shall be made or approved only as indicated thereon.
 - (g) The authority that releases TOP SECRET matter to any person, activity, or agency outside the Department of Defense will promptly notify the office of origin.
- (3) *Military and Reserve Personnel.* For the purpose of this Regulation, military personnel on active duty, military personnel in retired status, and members of the Reserve Forces who request access to classified information for personal or commercial purposes will be considered "private individuals" in accordance with policy promulgated by the Department of Defense.

c. *Action on Requests.* All requests for classified information from persons or agencies referred to in b above and all proposals originating within the Air Force to release classified information to such persons or agencies will be forwarded for necessary action to the Chief of Staff, Headquarters USAF, Washington 25, D. C., except as otherwise hereinafter set forth:

- (1) *Congressional Requests.* All requests by the Congress, its committees, or members for classified information will be referred to the Director, Office of Legislative Liaison, Office of the Secretary of the Air Force, Washington 25, D. C. (See also AFR 11-7.)
- (2) *Testimony Before Committees of the Government.* Whenever a person under the jurisdiction of the Department of the Air Force appears before a committee of the Congress or executive commission, board, committee, or similar group in either executive or public session, and is called upon to give testimony which includes information classified TOP SECRET, SECRET, or CONFIDENTIAL, he will not divulge the information unless he has been authorized by the Secretary of the Air Force to do so. The Secre-

- tary of the Air Force may, from time to time, authorize certain officers or other persons to disclose such information without his specific prior approval. Any person, when called upon to testify, will immediately endeavor to obtain necessary authority from the Secretary of the Air Force to divulge information which he anticipates will be desired. If he does not have the authority to give such information, he will respectfully state to the committee that he is not authorized to disclose the information desired and that he will endeavor to obtain the necessary authority. When a person is requested to give testimony, including information classified TOP SECRET, SECRET, or CONFIDENTIAL which he has been authorized by the Secretary of the Air Force to give, he will respectfully request that the testimony be given *in executive session only and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.*
- (3) *Litigation.* Requests or subpoenas for classified information, including documentary material, to be used in connection with pending or prospective litigation are governed by the provisions of AFR 110-5, subject to the provisions of policy prescribed in b above.
- (4) *Activities Involving Industrial Mobilization.* Applications for information or records originated at the request of the Department of the Air Force for its use in connection with the mobilization of materiel and industrial organizations essential to wartime needs will be referred for necessary action to the Under Secretary of the Air Force. 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, directly to the Under Secretary of the Air Force. Pending instructions from the Under Secretary of the Air Force, the requested information will not be furnished.
- (5) *Contractors and Prospective Contractors:*
- (a) The release of classified information to contractors or prospective contractors is the responsibility of the commander of the major air command who has supervision or control over the contractor or responsibility for procurement of the materiel, supplies, or services that will be produced, supplied, or furnished by the prospective contractor. Only such classified information as is required by a contractor or prospective contractor for the performance of specific contracts or the preparation of specific bids or quotations will be released, subject to (b) below and all other applicable provisions of this Regulation.
- (b) Classified information will not be released or disclosed to a contractor or prospective contractor until after a security agreement is signed by the individual or by a responsible officer on behalf of the firm or corporation concerned, an appropriate security survey is made of the facility, and a facility security clearance is granted. (See AFR 205-9 for detailed instructions.)
- (6) *General Authority of Commanders, Major Air Commands.* Subject to b above, (3), (4), and (5) above, and all other applicable provisions of this Regulation, commanders of major air commands may release or authorize the release of classified information, except TOP SECRET information, to departments and agencies of the Executive branch of the Federal Government and to manufacturers and their representatives, engineers, inventors, and other persons actually cooperating in Department of the Air Force work and having a legitimate Government interest therein, provided:
- (a) The information originated within and is of primary interest to the major air command concerned.
- (b) Coordination or cooperation with the Federal agency involved is necessary to accomplish the mission of the major air command concerned.
- (c) The following categories and types of information are not released: War plans, proposed poli-

cies under consideration by the Air Force, intelligence, Atomic Energy "restricted data," cryptographic information, and information received from or of joint interest to an agency or activity outside the Department of the Air Force unless the release is approved by such agency or activity.

- (d) Documents originated by higher authority are not released without approval of the higher authority.

d. *To Foreign Nationals:*

(1) *General.* The release or disclosure of classified information to foreign nationals (other than immigrant aliens referred to in (5) below) or to foreign governments and their officially sponsored representatives will be made only in accordance with policy and procedures promulgated in separate instructions by the Chief of Staff, USAF, to commands and offices concerned. Except as otherwise specifically authorized in writing to interested commands and offices, all requests received from foreign nationals or from foreign governments or their officially sponsored representatives for classified information and all proposals originating within the Department of the Air Force to disclose such information to them will be forwarded for necessary action through military channels to the Chief of Staff, USAF. Requests so forwarded will include the detailed comments and recommendations by each commander as to whether the information should be disclosed.

(2) *Additional Requirements.* In addition to the provisions of separate instructions referred to in (1) above, the provisions of paragraph 5 and those set forth in b(2) above are equally applicable and will be complied with strictly if classified information is released to a foreign government or foreign national.

(3) *Attachment and Official Visits.* Only the Chief of Staff, USAF (Director of Intelligence), is authorized to make commitments to receive foreign nationals at Air Force installations, facilities, or other activities as visitors for official purposes, as observers or

students, or for training or liaison purposes. The Chief of Staff, USAF, will issue the necessary letter orders or other instructions in writing to the commander concerned, attaching foreign nationals to specific courses or units or authorizing official visits as may be appropriate. Personnel attached to an installation may visit another installation whenever necessary in the authorized course of instruction or performance of assigned duty upon approval of the commander of the installation to be visited.

(4) *Disclosure of Information by Commanders.* Authority to disclose military information to accomplish the purpose of the attachment or visit of each foreign national will be included in detail in the orders or other written instructions to commanders concerned. Such instructions will be as specific as possible concerning defense classification category and subject matter. Commanders will take positive measures to restrict access to military information by foreign nationals to that specifically authorized.

(5) *Immigrant Aliens.* Except as may be otherwise limited in separate directives, an alien who is in the United States under an immigration visa for permanent residence may be permitted to receive, or have access to, classified information in accordance with the provisions of this Regulation and other regulations relating to personnel security clearances on the same basis as citizens of the United States.

e. *Restrictions on Release of Certain Information or Sale of Material:*

(1) *General.* The domestic sale, the divulging of information in connection with negotiations for foreign sale, and the foreign manufacture of items of Air Force, Army, and Navy materiel and equipment are not permitted unless the Departments of the Air Force (Deputy Chief of Staff, Materiel, Headquarters USAF), Army, and Navy are agreed that military secrecy is not compromised thereby.

(2) *International Traffic in Arms:*

(a) The State Department administers international traffic in arms and military materiel coming within the scope of the Regulations Governing the International

Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.

- (b) The State Department will not release for foreign sale any item coming within the scope of the above mentioned Regulations until the Departments of the Air Force (Deputy Chief of Staff, Materiel, Headquarters USAF), Army, and Navy have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

7. Preparation, Reproduction, and Photographing of Classified Matter:

a. *General.* Subject to the specific limitations set forth and referred to below, classified matter will be prepared initially, copied, photographed, or otherwise reproduced only when necessary to satisfy actual military or other official governmental requirements. The number of such documents originated as well as the number of copies thereof reproduced will be severely limited.

b. *Registered Documents.* For specific instructions regarding preparation and limitations on authority to reproduce registered noncryptographic or registered cryptographic documents of any classification, or parts thereof, see paragraphs 42 and 49, respectively.

c. *TOP SECRET and SECRET Information Originating in an Agency Other Than the Air Force.* Documents originated within a department or agency of the Executive Branch of the Federal Government, other than the Air Force, which contain information classified TOP SECRET or SECRET, will not be reproduced without the consent of the originating department or agency. This restriction applies to nonregistered documents as well as registered documents. Documents originated by a contractor to a department or agency will be considered as having been originated within the contracting department or agency.

d. *TOP SECRET Information Originating in the Air Force.* For additional instructions regarding preparation and limitations on reproduction, see paragraph 29.

e. *Effect of Limitations Imposed by Originators.* In addition to the limitations referred to above, when the originator of any document includes instructions therein or issues instructions pertaining thereto which require approval of the originator before the document may be reproduced, the document will not be copied, photographed, or otherwise reproduced in whole or

in part without approval of the originator or higher authority in the same chain of command as the originator.

f. Procedures:

- (1) The preparation and reproduction of classified matter will be performed under careful control and strict supervision at all times. The person responsible for directing or supervising the work will insure that all persons concerned are informed as to their responsibility for safeguarding the information involved and for the proper handling of copies of the material produced, manuscripts, notes, type, carbon, plates, stencils, exposed film (developed or undeveloped), and waste incident to the preparation or reproduction.
- (2) Photographs or similar reproduction of classified equipment, documents, or any other classified information is prohibited, except as may be made by persons specifically directed or authorized by proper authority. Limitations prescribed in this Regulation on authority to make copies of classified matter apply equally to the photographing of such material and to the reproduction of classified photographs.
- (3) Subject to the applicable provisions of paragraph 6 concerning the release of classified information, classified matter, except TOP SECRET, may be printed, developed, or otherwise processed or reproduced in commercial facilities if adequate Government facilities are not available.

8. Storage of Classified Matter:

a. *General.* The possession or use of classified defense information or material will be 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. Classified information, including classified materiel, not in actual use by or under direct observation of an authorized person located in the same room or enclosure will be stored in accordance with the provisions of this paragraph.

b. *TOP SECRET and Registered Matter.* Except as specifically provided in g below for registered cryptomaterial, TOP SECRET and all registered matter will be protected in storage by the most secure facilities possible as hereinafter set forth:

- (1) Normally, such matter will be stored in a safe, steel file cabinet, or other safe-type steel file container having a three-position, dial-type combination lock, and being of such weight, size, construction, or installation as to minimize the possibility of surreptitious entry, physical theft, damage by fire, or tampering.
- (2) In lieu of such a container the matter may be stored in a secure vault-type room or vault which affords comparable or better protection and is approved for such use by the commander of the installation, provided that the room or vault is kept securely locked when not in use. Such approval will not be construed to relieve the custodian of any responsibility for the security of the classified matter.
- (3) If the foregoing safeguards are not available, matter so classified will be kept under close surveillance of an armed guard.

added per change © *SECRET and CONFIDENTIAL* Matter. In addition to the means prescribed above, including protection by armed guards, information classified *SECRET* or *CONFIDENTIAL*, and not registered, may also be stored in steel file cabinets equipped with a steel lockbar and an approved three-position combination dial-type padlock from which the manufacturer's identification numbers have been obliterated.

d. *Other Classified Material.* Material originating under statutory provisions requiring protection of certain information will be protected in storage by means prescribed above, as appropriate.

e. *Access to Storage Containers.* Unauthorized persons will not be permitted access to classified information in storage. Safes and other containers in which classified information is stored will habitually be kept locked when not under the direct observation of a person located in the same room who is officially entrusted with the combination or the contents.

f. *Safe Combinations:*

- (1) Safe combinations and combination padlocks used to lock containers holding classified information will be changed (only by persons having appropriate security clearance) at least once every year; whenever a person knowing the combination is relieved, transferred, or discharged; when a safe is first brought into an office; when the combination has been sub-

jected to compromise; and at such other times as is deemed necessary.

- (2) Only a minimum number of authorized persons, consistent with operating requirements, will possess the combination to storage containers. Commanders may, however, provide for the recording of safe combinations in sealed envelopes or other sealed wrappers and the central filing thereof in the custody of specifically designated persons so that authorized individuals may have access to the storage containers in emergencies.
- (3) Safe combinations will be given a classification equivalent to the classification of material normally stored in the safe.

g. *Special Measures for Storage of Registered Cryptomaterial:*

- (1) Certain registered cryptomaterial must be kept under armed guard at all times as prescribed in separate directives. All other registered cryptomaterial will be stored in a vault with a three-position dial-type combination lock door or in an equally secure steel safe or safe file cabinet of a weight sufficient to minimize the possibility of its physical removal; otherwise, the material must be kept constantly under armed guard.
- (2) Except in emergencies referred to in f(2) above, only the custodian of registered cryptomaterial or other appropriately cleared persons specifically designated by him will be permitted to have knowledge of the combination to the storage space or will have access to the cryptomaterial therein.
- (3) The storage space containing registered cryptomaterial will be kept locked with the full combination when not under the direct supervision of appropriately cleared personnel.
- (4) As far as practicable, classified keying materials will not be stored in the same safe as the instructions, classified cipher machines, or devices to which they apply. This restriction does not apply to a vault used exclusively for the storage of registered cryptomaterial.

h. *Combat or Combat-Related Operations.* In combat or combat-related operations, actual or simulated, the commander of the unit concerned will insure that all classified documents

are given the maximum security possible under the circumstances. Classified documents will not be taken farther forward in combat areas, by surface means or by air, than is absolutely necessary.

i. *Daily Inspection:*

- (1) All persons who hold or otherwise have custody of classified material will accomplish the necessary inspections within their respective areas to insure that all procedural safeguards prescribed by this Regulation are taken to protect such material at all times. Persons who hold or otherwise have custody of registered documents or material will also make an inspection at least once each day to determine whether all such documents and devices are properly accounted for.
- (2) In each headquarters or unit, individuals will be 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.

9. **Destruction of Classified Matter:**

a. *Authority.* Competent authority to authorize or direct destruction is set forth in AFM 181-5.

b. *Pulping as a Method of Destruction.* Subject to standardization, authorization, and availability of a pulping machine, the commander of a headquarters or unit may authorize pulping as a method of destroying classified documents within his jurisdiction or control. Commanders who authorize the destruction of classified documents by reduction to pulp will issue detailed instructions for the proper safeguarding of the material prior to and during destruction and for the inspection of the pulping process to insure that destruction of all classified information is complete.

c. *TOP SECRET, SECRET, and All Registered Documents Except Cryptographic.* Documents whose destruction is authorized or directed will be burned, or, subject to the provisions of b above, completely reduced to pulp by their custodian or by an officer designated by the commander responsible for their custody. They will be burned or reduced to pulp in the presence of a witnessing officer. A certificate indicating date of destruction and identifying the documents will be executed and signed by both the destroying and witnessing officers and forwarded to the of-

ficer authorizing or directing the destruction. Copies of certificates of destruction will be retained by the headquarters or office having custodial responsibility for the documents.

d. *CONFIDENTIAL Nonregistered Documents.* When destruction is authorized or directed, CONFIDENTIAL nonregistered documents will be burned or, subject to the provisions of b above, completely reduced to pulp by the custodian thereof or by an officer designated by the commander responsible for their custody. Certificates of destruction and witnessing are not required unless so directed by the authority directing the destruction.

e. *Accountability Records.* Appropriate accountability records maintained by the headquarters or office having custodial responsibility will reflect the destruction of classified defense material, except for classified waste referred to in f below.

f. *Classified Waste.* Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, work sheets, and similar items containing TOP SECRET, SECRET, or CONFIDENTIAL matter will be destroyed by the person responsible for their production 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. Such matter will be destroyed in accordance with the above provisions, except that certificates of destruction and witnesses are not required.

g. *Classified Materiel.* When competent authority directs the destruction of a classified article of materiel or a component thereof, the following procedures will apply:

- (1) The custodian thereof will remove all classified components and destroy them by burning or by mutilation in the presence of a witnessing officer. The balance of the materiel will then be processed in accordance with existing regulations for the disposition of serviceable property, or for salvage.
- (2) If the above is not practicable, the custodian will destroy the entire article of materiel by burning or by mutilation in the presence of a witnessing officer.
- (3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer and submitted to the officer directing the destruction.

h. *Special Measures for Destruction of Registered Cryptomaterial:*

- (1) Regularly superseded cryptomaterial carries instructions for its destruction on a specified date. Other cryptomaterial will be destroyed upon notification by the office of origin.
- (2) Cryptographic documents will be destroyed by burning or, subject to b above, by reduction to pulp.
- (3) Routine destruction will be performed by the custodian and one other witnessing officer. They will be present during destruction and will sign the destruction report upon completion of the destruction. The witnessing officer need not be cleared for cryptographic duties, provided that his inspection of the cryptomaterial is confined to the cover page of documents. Extreme caution will be taken to prevent any current or reserve materials from being included and inadvertently destroyed. Care will be taken to prevent legible scraps or recognizable parts remaining in the incinerator, the pulping machine, or at the site of the destruction.

i. *Emergency Destruction:*

- (1) *Within Areas.* Commanders will make and maintain current plans for the emergency destruction or safe removal of all classified material under their jurisdiction, custody, or control should civil disturbances, disaster, or enemy action require such action. Field commanders will include specific instructions in standing operating procedures for the emergency destruction of all TOP SECRET, SECRET, and CONFIDENTIAL matter. Detailed instructions relating to emergency destruction of registered cryptomaterial are contained in USAF Security Service Publication SSG-61.
- (2) *In Transit.* Persons carrying or accompanying classified matter in transit will destroy the material by burning if forced down in an aircraft, shipwrecked, or stranded for any other reason, including vehicular and railway accidents, and it appears unlikely that the material can be properly protected. If not subject to burning, the material will be destroyed by such other means as are necessary to render recognition impossible. If the emergency occurs at sea and no better method of destruction can be found, the material may be sunk by the most

practical method. In time of war, if the emergency occurs in enemy or neutral territory, the material will be destroyed in every instance as soon as practicable after the emergency occurs.

10. Removal of Classified Matter:

a. Classified documents or other material will not be removed from the headquarters or unit having custodial responsibility therefor by any person, regardless of grade or position, without the express permission of the commander or the individual designated by name or office to act for him. Such permission will be withheld in every instance unless the commander or other responsible individual determines that the proposed removal is necessary and that the classified material can be accorded the security handling and storage prescribed in this Regulation by the person concerned. This restriction is applicable under all circumstances *without exception*, including, but not limited to, the performance of work by an individual at his place of residence, the carrying of documents by individuals for use during official visits to other stations, and the transmission of material from one headquarters to another by an individual.

b. Whenever an individual removes classified material from the headquarters or unit having custodial responsibility for purposes other than transmission under the provisions of section III, a record will be made and retained on file showing the name of the individual taking the material, the date and title or other appropriate description, of each document or other item, and its assigned classification, purpose of removal, and the name and position of the person authorizing the removal. The classified material will be returned to the headquarters or unit immediately after accomplishment of the purpose for which removal was approved, and an appropriate notation made on the record of removal.

c. Classified material intended for use by an individual during a visit at another activity should be transmitted to the other activity for his use by one of the secure means of transmission prescribed in section III if there is any doubt as to whether the material can be properly handled and protected if carried by the individual.

11. Return of Classified Matter:

a. *General.* Retention of classified matter by any person, whether military or civilian, and regardless of grade or position, for personal or commercial purposes is prohibited, even though

such person may have been solely or partly responsible for production of the material. (See also paragraph 6b(3).)

b. *Action by Individuals.* Prior to retirement, separation from the service or civilian employment, change of duty assignment, or reversion to inactive status, each individual will return to the source from which received or to his commander or supervisor, or otherwise properly transfer or account for, all classified documents issued to him or which are in his possession.

c. *Action by Commanders.* Commanders will establish an appropriate system within their respective headquarters or units to insure compliance with the provisions of this paragraph by all individuals concerned.

12. Commercial and Service Publications:

a. *Individual Activities.* The inclusion of classified information by military or civilian personnel in any personal or commercial article, thesis, book, or other product written for publication or distribution is prohibited. The contribution in any manner of classified information by military or civilian personnel to other persons for use in publications or personal material described above constitutes unauthorized disclosure of classified information and is also prohibited.

b. *Service Publications.* Commanders are responsible for insuring that service magazines, journals, and newspapers published under their supervision do not contain classified information.

c. *Compilations of Information.* Appropriate authorities will carefully review for security, data or items which individually may be unclassified when a compilation of information is made or submitted for inclusion in commercial or service publications. Such compilations will be published only after coordination with the office or offices having primary interest in the material in order to determine whether the information requires protection in the interests of the defense of the United States.

13. *Legal Instruments.* The disclosure of a 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 for secrecy of strength and location of troops does not require suppression of such information, 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.

14. Telephone Conversations:

a. Classified information will *not* be discussed over the telephone. It is permissible to refer over the telephone to classified material, provided that such references do not, in the course of the conversation, reveal the substance of those portions of the material under discussion which are classified. Reference to file numbers, dates, and subject (provided that the subject itself is not classified) may be made over the telephone, but great care will be exercised not to reveal classified information.

b. For instructions regarding the transmission of classified information over approved circuits, see paragraph 31a.

15. Precautions Necessary for Safeguarding:

a. *Identification and Clearance.* Before discussing, or permitting access to, classified information, the intended recipients of the information must be completely and indisputably identified and determined to be trustworthy. This should be accomplished by means of personal recognition, use of identifying documents, or verification of identity by the use of telephone, telegraph, radio, or mail communication. Whenever prior personnel security clearance is prescribed as a prerequisite for access to the information involved, clearance of the intended recipient will be verified with the appropriate clearing authority to which the individual is assigned 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, they 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, they will be informed that it 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. *Conferences.* Individuals who make arrangements for, or attend, conferences or meetings at which classified information is or will be involved will comply fully with the applicable provisions of this Regulation in order to prevent or avoid the unauthorized dissemination of classified information. Persons who disclose, or permit access to, information classified TOP SECRET will insure that a list is maintained of all individuals to whom the information was

disclosed. The list, or lists, will be filed as provided in paragraph 29.

d. *Cover Sheets for Documents.* Classified documents originated or received in a headquarters should have a cover sheet attached to them while they are in actual use. AF Form 694 is available for this purpose. When transmission of documents is made, AF Form 694 will be detached.

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

f. *Personal Correspondence.* Classified information will not be included in personal correspondence or messages.

g. *Addressing Official Mail.* Official correspondence containing classified information intended for delivery to an individual in another headquarters or another office will be addressed in the proper manner to the commander of the headquarters or head of the office and marked for the attention of the individual.

h. *Press Releases Based on Coded Messages.* Personnel authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to enemy or potential enemy signal intelligence services. The clear text 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 cryptosystem not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification. In addition, appropriate declassification action will be accomplished before release.

i. *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 defense information, or release or disclosure of classified information to any unauthorized person, will promptly report the circumstances to his immediate superior or commander, who in turn will determine and notify by the fastest means available:

- (1) The headquarters or office having primary interest in the information (nor-

mally, the headquarters or office of issue).

- (2) The commander responsible for the custody of the material, unless the commander originally receiving the report has custodial responsibility.

b. *Action by Responsible Commanders:*

- (1) The commander having custodial responsibility will:

- (a) Make or cause to be made a complete and thorough inquiry or investigation of the circumstances. If the circumstances concerning a reported loss or subjection to compromise of classified information indicate that an extensive or complex investigation is required, the responsible commander may refer the case, with all available facts, to the OSI District Office servicing the command concerned for necessary investigative attention and submission of report to him.

- (b) Fix responsibility for the loss or subjection to compromise, and take such action as may be necessary, including such disciplinary action as may be warranted in individual cases. Whenever possible, responsibility should be fixed upon a person rather than upon the title of his position or an office.

- (2) In those cases where custodial responsibility for the information cannot be determined or appears to rest with two or more activities, the commander having primary interest in the information involved will make or cause to be made the inquiry or investigation prescribed in (1) above.

- (3) In addition to action required in (1) above, the report of investigation, together with approved recommendations and a statement of any disciplinary or other action taken, will be forwarded through channels to the Chief of Staff, USAF, for such further action as may be appropriate, except as indicated in (4) below. Reports of investigation will include details as to the nature of the information involved, its classification (Top Secret, Secret, or Confidential), and if known, the agency having primary interest therein.

(4) Whenever the facts developed in accordance with action taken as prescribed in (1) above show that the loss or subjection to compromise resulted directly from enemy action or occurred in the performance of a tactical mission during combat operations, that the possession or location of the classified matter at the place or area where the incident occurred was absolutely necessary (see paragraph 8h), and that the loss or subjection to compromise was unavoidable, the commander of the major air command concerned may act as the reviewing authority and make final disposition of the report of investigation. The authority to review and make final disposition of reports of investigation in such cases may be delegated to subordinate commanders by commanders of major air commands.

(5) Action to be taken with respect to the loss or subjection to compromise of classified matter originating in the Army, Navy, or other governmental agency will be as prescribed above, except that whenever the commander responsible for the custody of such material cannot be determined, the commander originally having knowledge of the loss or subjection to compromise will so inform the agency of primary interest or issue, and will forward through military channels a report of the available facts to the Chief of Staff, USAF, for such further action as may be appropriate.

c. *Cryptomaterial.* For additional instructions, see paragraph 50b.

d. *"Restricted Data."* For additional instructions, see paragraph 61.

e. *Disciplinary Action.* The unauthorized disclosure or release of classified information by any individual, including a commander, key civilian or military executive, contractor or contractor employee, will be treated in every instance under disciplinary procedures authorized by law or administrative regulations.

17. Violations Not Involving Compromise. Violations by individuals of the provisions of directives pertaining to the safeguarding of classified information, *not involving compromise of the security of such information*, will be acted upon by commanders of personnel involved. In such instances, appropriate corrective measures,

including such disciplinary action as may be warranted in individual cases, will be taken by the proper commander without report thereof to other authority except as may be required by other regulations, provisions of law, or higher authority in specific instances. Commanders or chiefs of offices who receive classified matter which shows improper handling by the activity from which received should promptly advise the head of that activity or individual office of the facts.

18. Reports Control Symbol and Supply of Forms:

a. *Reports Control Symbol.* Except as otherwise provided in this Regulation, reports referred to are exempt from requirements of Reports Control Symbols in accordance with paragraph 9b(1), (10), or (13)(h), AFR 174-1, 9 August 1951.

b. *Supply of Forms:* The following forms are available through normal supply channels:

- (1) AF Form 163, "Registered Material-Transfer Report."
- (2) AF Form 164, "Registered Material-Destruction Report."
- (3) AF Form 165, "Registered Material-Inventory Report."
- (4) DD Form 646, "Classified Document Receipt."
- (5) AF Form 690, "Registered Material-Document Register."
- (6) AF Form 690a, "Registered Material-Document Register (Continuation Sheet)."
- (7) AF Form 691, "Registered Material-Current Inventory Report."
- (8) AF Form 692, "Registered Material-Holder Record."
- (9) AF Form 693, "Receipt for Classified Material (Nonregistered)."
- (10) AF Form 694, "Cover Sheet-Classified Material."

SECTION II—CLASSIFYING, CHANGES IN CLASSIFICATION, AND MARKING

19. Authority To Classify:

a. *TOP SECRET:*

- (1) Matter may be classified as TOP SECRET information only by or by authority of the Secretary, Under Secretary, or an Assistant Secretary of the Air Force; the Chief of Staff, USAF; commanders of major air com-

mands and major subdivisions thereof; and commanders of numbered air forces. Subject to the limitations in (2) below, these authorities may designate *in writing* additional officers or key civilian employees under their command or jurisdiction to classify information as TOP SECRET.

- (2) The delegation of authority to additional persons to assign information to the TOP SECRET category will be limited strictly to officers or officials occupying offices or staff or command positions of such nature that they are capable of evaluating the information from a national viewpoint and whose functional requirements are such that they must have the authority. (See paragraph 22 for the definition of the TOP SECRET category and the limitations regarding its use.)

b. *SECRET*. Matter may be classified as SECRET information only by or by authority of those named in a(1) above; commanders of air divisions, wings, groups, depots, or Air Force bases; chiefs of air missions; air attaches; or air observers. These authorities may designate *in writing* additional responsible officers or key civilian employees under their command or jurisdiction to classify information as SECRET, provided, however, that the designation of additional persons will be limited to the minimum necessary for the performance of assigned functions or duties. Also, the additional persons designated in accordance with a(1) above to classify information as TOP SECRET may classify information as SECRET.

c. *CONFIDENTIAL*. Matter may be classified as CONFIDENTIAL by any commissioned officer or key civilian employee, subject to such restrictions as may be imposed by the commander of the headquarters or unit to which they are assigned. Restrictions should be imposed to limit the authority to classify as severely as is consistent with the orderly and expeditious transaction of official business.

d. *Safeguarding of Information by Persons Not Authorized To Classify*. Persons not authorized by this Regulation or designated by one of the authorities named above to classify information initially as TOP SECRET, SECRET, or CONFIDENTIAL, but who develop or initiate information which they have reason to believe requires a classification which they are not authorized to assign, will refer the information to proper authority for evaluation and decision. Tentative classification should be as-

signed by means of a marked cover or by other appropriate means to insure proper safeguarding of documents or other material and protection afforded thereto in the manner prescribed by this Regulation for that category of classified information into which it is believed to fall.

e. *Exceptional Cases*. When, in an exceptional case, a person or agency outside the Department of the Air Force not authorized to classify defense information originates information which is believed to require classification, such person or agency is required to protect that information in the manner prescribed by Executive Order 10501 for that category of classified defense information into which it is believed to fall, and transmit the information forthwith, under appropriate safeguards, to the department, agency, or person having both the authority to classify information and a direct official interest in the information (preferably, that department, agency, or person to which the information would be transmitted in the ordinary course of business), with a request that such department, agency, or person classify the information. Necessary action in connection with requests received by the Air Force will be taken by persons authorized to classify information under the provisions of this Regulation who are assigned to activities or offices having primary interest in the information.

f. *Placement of Classification Markings*. The placing of prescribed markings on newly prepared material in which information known to be classified TOP SECRET, SECRET, or CONFIDENTIAL has been copied, reproduced, or transcribed, or the placing of such markings on any material to conform with instructions issued by competent authority does not require authorization to classify information. All persons who copy, type, transcribe, photograph, or otherwise reproduce classified information will mark the resulting product with the proper defense classification markings as soon as the information is recorded, or insure that the product will be so marked by another person, except for waste material handled in accordance with paragraph 9f.

20. Responsibility for Classifying:

a. The assignment of information to a defense classification is a responsibility of command. Subject to all of the provisions of this Regulation and such other instructions as are issued by the Secretary of the Air Force or the Chief of Staff, USAF, concerning the classifying of specific information, commanders who originate information or who otherwise have primary interest therein (see paragraph 2n) are responsible for determining whether such information

requires protection as classified information and the defense classification to be assigned, if protection is required. Within a headquarters, unless otherwise directed by the commander, the head of the office which has the primary interest in any information will determine the classification required therefor, coordinating with other interested offices whenever necessary. Commanders will prescribe specific procedures and control measures within their respective headquarters to insure that information is accorded timely review and that, if protection is required, the information is assigned to or marked with the proper classification.

b. If the recipient of information believes that its assigned classification is not sufficiently protective, he will safeguard it in accordance with the classification he deems appropriate and promptly submit his reasons for such belief through proper channels to the attention of the appropriate classifying authority with a recommendation for upgrading, unless he is authorized to upgrade the information on his own initiative. When information is upgraded, action will be taken promptly in accordance with paragraph 26e to notify all addressees to whom the material was originally transmitted. Similar action will be taken if the recipient of unclassified material believes that it should be classified.

21. Use of Lowest Consistent Classification:

a. Official information will be assigned the lowest defense 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 material, and to preserve the integrity of the individual defense classifications. Unnecessary classification and overclassification will be scrupulously avoided.

b. If unavoidable operational or administrative requirements for the use of information are such that they could not be met if the information is assigned to a particular defense classification, due to the limiting security measures applicable to such particular classification, a lower defense classification will be considered for the information.

c. In any case in which the recipient of classified matter believes that security considerations fail to support fully the assigned classification on the basis of the information involved, the category definition of the assigned classification, and the prescribed rules for classifying information, he will as soon as practicable submit his reasons for such belief through proper channels to the attention of the appropriate classifying authority with a recommendation for change or cancellation of the classification, unless he is authorized to make the change on his own initiative. The information will be safeguarded as required for its assigned classification until downgrading action has been accomplished in accordance with paragraph 26. This applies equally to information originated by agencies other than the Air Force, including joint and interdepartmental activities, as well as to Air Force information.

d. The responsible authority, at the time he signs or approves any document bearing a defense classification, will determine whether the classification affixed is proper in the light of the provisions of this Regulation. If security considerations fail to support fully the assigned classification, he will direct the assignment of a lower classification, if he is authorized to do so, or initiate appropriate action with a view to recommending that the responsible classifying authority assign a lower classification to the information involved.

22. TOP SECRET Matter. The use of the classification TOP SECRET will be limited to defense information or material which requires the highest degree of protection. The TOP SECRET classification will be applied only to that information or material the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation, such as:

See AFR 205-25 26 May 55
a. Leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its Allies, a war, or

b. The compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

23. SECRET Matter. The use of the classification SECRET will be limited to defense information or material the unauthorized disclosure of which could result in serious damage to the Nation, such as:

See AFR 205-25 26 May 55
a. Jeopardizing the international relations of the United States.

b. Endangering the effectiveness of a program or policy of vital importance to the national defense.

c. Compromising important military or defense plans, or scientific or technological developments important to national defense.

d. Revealing important intelligence operations.

24. CONFIDENTIAL Matter:

add next charge
 a. The use of the classification CONFIDENTIAL will be limited to defense information or material the unauthorized disclosure of which could be prejudicial to the defense interests of the Nation, such as:

- (1) Personnel security investigations and other investigations which require protection against unauthorized disclosure.
- (2) Operational and battle reports which contain information of value to the enemy.
- (3) Intelligence reports.
- (4) Military radio frequency and call sign allocations of special significance or those which are changed frequently for security reasons.
- (5) Devices and material relating to communications security.
- (6) Information which indicates strength of our troops, air and naval forces in U. S. and oversea areas, identity or composition of units, or quantity of specific items of equipment pertaining thereto.
- (7) Documents and manuals containing technical information used for training, maintenance, and inspection of classified munitions of war.
- (8) Operational and tactical doctrine.
- (9) Research, development, production, and procurement of munitions of war.
- (10) Mobilization plans.
- (11) Matters and documents of a personal and disciplinary nature, the disclosure of which could be prejudicial to discipline and morale of the Armed Forces.
- (12) Documents used in connection with procurement, selection, and promotion of military personnel, the disclosure of which could violate the integrity of the competitive system.

S/S by agreement see charge
 b. Official information of the type described in a(11) and (12) above will be classified as CONFIDENTIAL only if in fact the unauthorized disclosure of such information could be prejudicial to the *defense interests* of the Nation. If such information is not strictly *defense information* but nevertheless requires protection, it will be safeguarded by means other than assigning to it the classification CONFIDENTIAL as defined in a above.

25. Rules for Classifying:

a. *According to Content.* Each document or other item, including extracts from classified documents except messages, will be classified according to its own content and not necessarily according to its relationship to another document or item. (See paragraph 52 for special conditions in connection with classifying messages for purposes of cryptographic security.) Each military letter and indorsement appended thereto will be classified according to its own content, except that the classification of the last indorsement in the series will always be at least as high as that of the highest classified preceding element (indorsement, basic letter, or inclosure) on the same basis as a letter of transmittal referred to in f below.

b. *Reason for Classification:*

- (1) Whenever practicable, originators of classified documents should include a notation or statement thereon or in the text showing the reason for the assigned classification of the document or elements thereof for the guidance of recipients in handling the information involved and for future guidance concerning downgrading and declassification. Except in correspondence addressed outside the Air Force, references may be made by originators of information to the pertinent subparagraphs of paragraphs 22, 23, or 24 of this Regulation, if specifically applicable. If the classification is assigned by the originator of a document to conform with the classification of information extracted or otherwise taken from another document, or to conform with the classification assigned by competent authority to information furnished by oral means, the fact should be stated. Indorsements and letters of transmittal should contain the notation or statement unless a provision is included therein for automatic declassification.
- (2) Every effort will be made to indicate within a document the classification of individual paragraphs. Whenever possible, all paragraphs that contain information which requires a document to be classified SECRET or TOP SECRET will be specifically identified.
- (3) Commanders may require that record copies of classified matter originated within their respective headquarters, especially documents in the TOP

SECRET or SECRET category, show the reason for the classification if an explanation is not included in the text. An appropriate notation or statement would be of value to approving authorities in reviewing the security aspects of the material. Commanders may also require that record copies of classified matter reflect the name of the person responsible for the classification.

← (C) Assigned Subject:

see added
signature
in charge

- (1) Except as indicated below, the assigned subject of classified material originating in the Air Force will include as the first word, *in parentheses*, the classification of the subject or, if the subject standing alone does not require classification, the word "unclassified" will be used.
- (2) The notation referred to in (1) above need not be included if a statement is made in the document involved as to the classification of the assigned subject or, as in the case of letters of transmittal, a statement is made indicating that the document, standing alone, is not classified.

d. *References to Classified Documents.* 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 that the subject used does not contain information which is classified. If the subject contains classified information, a short title will be used for the subject. References to classified material which do not reveal classified defense information will not be classified. (For additional instructions regarding messages, see paragraph 52.)

e. *Single Classification.* A document, product, or substance will bear a classification at least as high as that of its highest classified component. Individual pages, basic letter, indorsements, paragraphs, sections, or components may bear a different classification, or not be classified, but the document or other item will bear only one overall classification.

f. *Group of Documents.* The classification of a file or group of physically connected documents will be at least as high as that of the highest classified document therein. (See paragraph 27b(6) regarding marking.) A letter of transmittal will be graded at least as high as its highest classified inclosure. Documents separated from the file or group will be handled in accordance with their individual classification, if they contain classified information.

g. *Notation for Automatic Downgrading.* Whenever practicable, classifying officials will place a notation on a document (except messages) or in its text that upon the happening of a specified event or the passage of a named date, or upon removal of classified inclosures, the classification of the document or items therein will be downgraded or canceled without reference to the originating or other authority. *Letters of transmittal, whenever appropriate, always will be so marked.*

Example (1) "When Incl 1 is withdrawn or not attached, the classification of CONFIDENTIAL on this (letter) (correspondence) (Indorsement) will be canceled."

Example (2) "When Incls 2 and 3 are withdrawn or not attached, the classification of SECRET on this correspondence will be changed to CONFIDENTIAL."

Example (3) "On the date of departure of the above-named unit from its present station for its new station, the classification of information regarding the new location of the unit will be canceled."

26. Changes in Classification:

a. *Authority.* The authority making the original classification, the authority that has succeeded or assumed the functions of the original authority which no longer exists, or higher authority within the same chain of command, may cancel or change the classification of a document or article of materiel.

b. *Additional Authority of Chief of Staff, USAF.* The Chief of Staff, USAF, is the "higher authority" within the meaning of a above with respect to classified matter which was classified under the following conditions:

- (1) In a theater of operation on or before 2 September 1945 and is of primary interest to the Department of the Air Force.
- (2) In an oversea command or headquarters subsequent to 2 September 1945, provided that the information concerns only Army Air Forces or U. S. Air Force units, or technical reports on Army Air Forces or U. S. Air Force equipment.
- (3) By the Commanding General, Army Air Forces, or by his authority, or by an authority subordinate to him.

c. *Procedures:*

- (1) *Designation of Persons.* Commanders

will authorize in writing, by name or position, such officers or key civilian employees within their headquarters or unit as they deem necessary to declassify or downgrade documents and other information originally classified within, or which are of primary interest to their respective headquarters or units.

- (2) *Documents.* Individuals authorized to change or cancel the classification of a document will, when taking such action, write or stamp on the cover or first page thereof, and such other pages as may be necessary, the following: "Classification canceled (or changed to -----), by authority of -----, (Officer authorized to change) by ----- (name and grade of officer making the change) -----" (date)
(See also paragraph 27g.)

- (3) *Materiel.* Authorities listed in a above may change or cancel the classification of materiel by letter of instruction to all offices or personnel concerned.

d. *Special Provisions Regarding Downgrading:*

- (1) *Continuous Review of Classification.* It is the responsibility and obligation of every commander or other person exercising similar authority to keep classified information in his custody or of primary interest to him constantly under review and to initiate action toward downgrading or declassification as soon as conditions warrant. The commander will designate persons to review continuously classified materiel originated within his headquarters for the purpose of declassifying or downgrading it whenever national defense considerations permit, and for receiving and acting on requests for such review from all sources, including requests for upgrading.
- (2) *Coordination.* Documents affecting only the headquarters or office of origin, or which contain information of primary interest to only one headquarters or office, will be downgraded or declassified by that headquarters or office without reference to other authority. If a document contains in-

formation affecting the interests of two or more headquarters or offices, the one desiring to downgrade or declassify the document will consult the others and attempt to reach an agreement. The authority having primary interest in the document as a whole, so far as the Air Force is concerned, will assume the responsibility for coordinating with all other agencies within or outside the Department of the Air Force interested in portions thereof, and will downgrade or declassify the document as agreed upon. The downgrading or declassification of extracts from or paraphrases of classified documents will also require the consent of the appropriate classifying authority unless the activity making such extracts knows positively that they warrant a classification lower than that of the document from which extracted, or that they are not classified.

- (3) *Disagreements.* When the interests of two or more headquarters or offices are involved in the downgrading or declassification of a document and no agreement can be reached, the matter will be referred for decision through military channels to the lowest superior common to the disagreeing agencies.
- (4) *Material Officially Transferred.* In the case of materiel transferred by or pursuant to statute or Executive order from any department or agency of Government to the Department of the Air Force for Air Force use and as part of its official files or property, as distinguished from transfers merely for purposes of storage, Air Force activities having primary interest in the materiel are deemed to be the classifying authority for all purposes under this Regulation, including declassification and downgrading.
- (5) *Material Not Officially Transferred.* When the Department of the Air Force has in its possession any classified materiel which has become five (5) years old, and
- (a) It appears that such materiel originated in an agency which has since become defunct and whose files and other property have not been officially transferred to another department or agency within the meaning of (4) above, or

- (b) It appears that it is impossible for the Air Force to identify the originating agency, and
- (c) A review of the material indicates that it should be downgraded or declassified,

Air Force activities having primary interest in the material are authorized to declassify or downgrade such material. If it appears probable that another department or agency may have a substantial interest in whether the classification of any particular information should be maintained, the Air Force will not exercise the authority conferred by this subparagraph, except with the consent of the other department or agency, until thirty (30) days after it has notified such other department or agency of the nature of the material and its intention to declassify or downgrade the same. During such thirty-day period the other department or agency may, if it so desires, express its objections to declassifying or downgrading the particular material, but the authority to make the ultimate decision will reside in the Air Force activity having primary interest in the material.

(6) *Cryptographed Messages:*

- (a) *Paraphrase Not Required.* Messages so marked may be downgraded to CONFIDENTIAL, without paraphrasing, by the proper authority when the subject matter permits. Such messages may be declassified, when appropriate, by removing the external date-time group (DTG) and all internal references to other messages by DTG. For identification purposes, the day, month, and year may be affixed and the internal reference or cite number retained.
- (b) *Paraphrase Required.* Messages so marked may be downgraded to CONFIDENTIAL without paraphrasing; however, declassification, when appropriate, will necessitate proper paraphrasing of the text in addition to the removal of the DTG and all internal references to other messages by DTG. Identification procedures may be utilized as indicated above.

e. *Notice of Change or Cancellation of Classification:*

- (1) The authority that changes or cancels the classification of a document or other item will notify all addressees to whom the material was originally transmitted. If the document or other item is widely held within the Department of the Air Force or other departments, a request will be forwarded by the authority making the change to the Chief of Staff, USAF, through military channels, for announcement of the action taken in an appropriate publication.
- (2) When a nonregistered classified document bearing a restriction on reproduction is downgraded or declassified, the notification or announcement of downgrading or declassification will include instructions as to whether such restrictions are modified, removed, or remain in force.
- (3) Authorities who cancel the classification of information and simultaneously approve the release thereof to the public will notify all concerned as soon as practicable so that confusion will not exist as to whether a compromise has occurred.

27. **Marking of Classified Matter:**

a. *General.* After determination of the classification required thereon, classified matter will be marked in accordance with the procedures herein set forth. Persons who act as approving authorities with respect to the issuance of correspondence, publications, plans, reports, messages, or other material which contains classified information, are responsible for insuring that the assigned classification is the proper one and that the document or other material is correctly marked.

b. *Documents:*

- (1) *Bound Documents.* The assigned classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, will be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page, and on the outside of the back cover. In each case the markings will be applied to the top and bottom of such pages and covers.
- (2) *Unbound Documents.* The assigned classification on unbound documents,

such as letters, memoranda, reports, messages, and other similar documents, the pages of which are not permanently and securely fastened together, will be conspicuously marked or stamped at the top and bottom of each page, in such manner that the marking will be clearly visible when the pages are clipped or stapled together.

- (3) *Charts, Maps, and Drawings.* Classified charts, maps, and drawings, including tracings and photomaps, will carry the classification marking under the legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification will also be marked at the top and bottom in each instance.
- (4) *Photographs, Films, and Recordings.* Classified photographs, films, and recordings, and their containers, will be conspicuously and appropriately marked with the assigned classification. Whenever practicable, classified photographic negatives will be marked in the same manner as documents referred to in (3) above. Continuous cover aerial reconnaissance and mapping negatives in roll form will be marked with the assigned classification at the beginning and end of each roll. Photographs and reproductions made from classified negatives which do not carry a legend will be marked on the front and back with the assigned classification.
- (5) *Reproductions.* All copies or reproductions of classified material will be appropriately marked or stamped in the same manner as the original thereof.
- (6) *Group or File of Documents.* The classification of the highest classified document in a file or physically connected group of documents will be marked on covers, file folders, or other similar covering, or on communications of transmittal, including indorsements, in accordance with paragraph 25f. A previously assigned classification on a document will not be changed to indicate that a higher classified document has been attached in the same group or file.

c. *Materiel.* Classified materiel, including products and substances, will be properly marked whenever possible, to indicate the classification, as will their containers, if possible. Items which

do not lend themselves to marking will have securely affixed or attached a tag, sticker, or similar device bearing the appropriate classification marking, or the marking will be placed on their containers. If neither method is practicable, recipients will be specifically notified in writing of the classification of such items.

d. *Unclassified Material.* Normally, unclassified material will not be marked or stamped "Unclassified" unless it is essential to convey to a recipient of such material that it has been examined specifically with a view to imposing a defense classification and has been determined not to require such classification.

e. *Limitations on Reproduction.* Each copy of a document containing TOP SECRET information will include a notation thereon or in the text concerning limitations on reproduction as prescribed in paragraph 29b.

f. *Additional Marking of Classified Matter.* Documents containing classified information furnished authorized persons, in or out of Federal service, other than those of or in the employ of departments and agencies of the Executive Branch of the Federal Government will, in addition to being marked TOP SECRET, SECRET, or CONFIDENTIAL, bear the following notation:

"This material contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U. S. C., Sections 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

When classified items of materiel or other material which do not lend themselves to marking are furnished to such persons, the latter will be specifically notified in writing of the above notation.

g. *Marking of Downgraded, Upgraded, and Declassified Documents.*

- (1) *Classification Markings.* Downgraded and upgraded documents and material will be marked or stamped with the new appropriate classification in the same manner as originally classified documents or material, and the old classification markings will be lined through. If the classification is canceled, the classification markings will be lined through. In cases where recipients have been notified in writing of the classification of items, they will be notified of downgrading, upgrading, or declassification action in the same manner. Prints of motion picture film will show downgrading,

upgrading, or declassification action on leaders attached between the plain leader and the first title frame.

- (2) *Copies of Downgraded and Upgraded Documents.* All activities and individuals holding copies of downgraded, upgraded, or declassified documents will promptly mark them as appropriate, to include the authority cited, upon receipt of the notices, except as authorized in (3) below.
- (3) *Bulk Files.* When a document has been downgraded, upgraded, or declassified, bulk files or supplies thereof need not be marked as provided in (2) above, until copies are charged out for use. The change or cancellation of classification will be indicated inside the file drawer or other storage container.

h. added see change

28. Information Originated by a Foreign Government or Organization:

a. *Classifying.* Defense information of a classified nature furnished to the United States by a foreign government or international organization will be assigned a classification which will assure a degree of protection equivalent to or greater than that required by the government or international organization which furnished the information. ~~RESTRICTED material received from such sources will be assigned a CONFIDENTIAL classification and protected in accordance with the provisions of this Regulation applicable to the CONFIDENTIAL category. Where necessary, RESTRICTED material so furnished may be marked by U. S. recipients to show the U. S. and the foreign or international classification, such as "U. S. CONFIDENTIAL - U. K. Restricted" or "U. S. CONFIDENTIAL - NATO Restricted."~~

see change

b. *Changes in Classification.* Matter which has been classified by a friendly foreign government or international body or which has been classified by a United States authority solely to accord with conditions imposed by such a government or body may be downgraded or declassified with the consent of the foreign government or international body concerned.

SECTION III—HANDLING AND TRANSMISSION OF CLASSIFIED MATTER

(29) Handling and Transmission of TOP SECRET Matter:

a. *General:*

- (1) The rules established in this Regula-

tion for handling and transmitting information in the TOP SECRET category are based upon the fact that the defense aspect of TOP SECRET information is *paramount and takes precedence over operational considerations and administrative convenience.*

- (2) At the time of signing or otherwise approving any document bearing a TOP SECRET classification, the responsible officer or civilian official will:

- (a) Direct the assignment of a lower classification if defense considerations do not support *fully* the classification of TOP SECRET.
- (b) Insure that properly classified TOP SECRET information, wherever severable from lower classified portions, is accorded separate dissemination or distribution on a considerably more selective and limited basis than the balance of the document.
- (c) Insure compliance with all applicable provisions of b, c, and d below if the document qualifies for assignment to the TOP SECRET category.

b. *Preparation:*

- (1) Each copy of a document which contains information classified TOP SECRET will be numbered in series for accounting purposes and will include a notation or statement substantially in one of the following forms, as appropriate (messages prepared for electrical transmission need not include a statement *within the text*):
 - (a) Reproduction of this document in whole or in part is prohibited except with the permission of the office of origin.
 - (b) Reproduction of paragraph(s) ----- of this document is prohibited except with the permission of the office of origin.
 - (c) Reproduction of this message in whole or in part is prohibited without approval of ----- (insert designated officer; normally the head of the action office). (For incoming messages.)
- (2) Normally no more than two carbon copies will be made of correspondence

Handwritten notes and signatures at the bottom of the page.

which contains information classified TOP SECRET. One courtesy copy will accompany the original and one record copy will be retained for file. If the correspondence is intended to pass through more than one office or headquarters, additional courtesy copies as necessary will be prepared, numbered, and forwarded with the original.

- (3) No more than three clear-text copies should be made within a headquarters of incoming TOP SECRET messages. (An incoming message received in encrypted form becomes a *document prepared by the recipient headquarters* upon production by such headquarters of a literal plain-text copy of the message.) The commander of each headquarters will determine the number of copies of outgoing TOP SECRET messages that must be made to satisfy internal requirements of his headquarters.
- (4) At the time of issuance of a TOP SECRET document, the signature authority will insure that all formal papers of a classified nature relating to the coordination of the document or other aspects of its preparation which require retention will be itemized by the office of origin, *assembled into a single file*, and forwarded for custody to the official office of record; and that all preliminary drafts, stenographic notes, and other working papers not required for record purposes are destroyed in accordance with the provisions of paragraph 9.

c. *Reproduction:*

- (1) TOP SECRET information may be reproduced or copied only when absolutely necessary for planning or operational purposes.
- (2) The authority that originates a document which contains information classified TOP SECRET will determine the number of copies required initially and whether recipients may reproduce or copy such documents in whole or in part except as otherwise indicated in (3) below.
- (3) Nonregistered TOP SECRET documents will not be copied, photographed, or otherwise reproduced in whole or in part without the consent of the originator or higher authority in the same chain of command as

the originator. (For instructions concerning registered documents, see section IV.)

- (4) When authorized, reproductions of TOP SECRET documents, or parts thereof which are classified TOP SECRET, will show the reproducing office, authority for reproduction, and the number of copies reproduced. In addition the office of origin will be notified of such reproduction and the disposition of each copy.

d. *Dissemination:*

- (1) Special measures will be employed within each headquarters to limit the dissemination of TOP SECRET information, originated, or received, to the absolute minimum. No dissemination or disclosure of TOP SECRET information will be made or authorized by any person without determining beforehand that possession or knowledge of the information by the prospective recipients is absolutely necessary. The number of persons who work on TOP SECRET matters will be kept to a minimum and these persons will be warned individually against disclosing such matters to persons whose official duties do not clearly require knowledge thereof.
- (2) Only that portion of TOP SECRET matter necessary to the proper planning and appropriate action of any headquarters or individual will be released to such activity or individual. Items of information intended to be extracted from TOP SECRET documents for further dissemination will be carefully reviewed to determine whether such items may be assigned a classification lower than TOP SECRET.
- (3) The dissemination of TOP SECRET information will be effected by direct contact whenever practicable, without transmission of documents.
- (4) The authority who receives a TOP SECRET document and determines that information based thereon must be transmitted to subordinates, including subordinate commanders, will prepare separate directives or other appropriate documents, without direct quotation from the original document, for the purpose of furnishing the required information when reproduction or additional distribution of the original document or the

pertinent portions thereof is not authorized.

- (5) It is mandatory that all persons who have knowledge of TOP SECRET information be identifiable at all times. Originators and recipients of TOP SECRET documents will initiate and maintain a list of every person by name, date, and document title who is afforded access to information contained in each document. Upon transfer of the document from custody of the office concerned, the list will be filed within the office or centrally within the headquarters for a period of at least one year for purposes of future reference.

e. Receipt System and Courier Requirement:

- (1) The transmission and custody of each TOP SECRET document or other item must be covered by a receipt system, between headquarters and between offices and individuals within a headquarters. The transmitting office or headquarters will take action as necessary to obtain a receipt signed within the receiving office or headquarters in addition to a receipt signed by the person who carries the material.
- (2) Distribution records and receipts will show the copy number of each document transmitted to recipients.
- (3) In no circumstances will TOP SECRET matter be transmitted by mail channels. Classified information required by the Federal Bureau of Investigation for operational use by that agency will normally be deemed not to qualify for assignment to the TOP SECRET category, and will be transmitted to that agency in a security category of CONFIDENTIAL or SECRET. When classified information in the TOP SECRET category is transmitted to the Federal Bureau of Investigation for planning purposes, that agency will be advised in writing that in no circumstances will the material be transmitted by mail channels.

f. TOP SECRET Control Officers:

- (1) Commanders of headquarters that initiate or receive TOP SECRET information will appoint certain officials (commissioned officers, warrant officers, or key civilian officials) to be

known as TOP SECRET control officers to receive, maintain accountability register of, and dispatch all TOP SECRET material.

- (2) TOP SECRET control officers will open and deliver TOP SECRET material to the individuals who must see and work on it. TOP SECRET matter which is addressed on the inner envelope to an individual by name will be delivered unopened to such addressee. Prior to being opened, each cover will be carefully inspected and any evidence of tampering will be reported promptly to the dispatching activity, which will initiate an investigation. When the inner cover is opened, the receipt found therein will be dated, signed, and returned to the sender. Any discrepancy between the receipt and the contents will be reported promptly to the dispatching activity, which will accomplish necessary corrective action.

g. Preparation for Transmission:

- (1) *Within a Headquarters.* Subject to the applicable provisions of a through f above, the commander of each headquarters will provide for the security of TOP SECRET matter prepared for transmission between offices within a headquarters in such manner as to insure a degree of security equivalent to that outlined for preparation for transmission outside a headquarters.
- (2) *Outside a Headquarters.* TOP SECRET material to be transmitted outside a headquarters will be enclosed in opaque inner and outer covers. Written material will be protected from direct contact with the inner cover by a cover sheet or by folding inward. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification and address. It will contain a receipt form which identifies the addressor, the addressee, and the contents by unclassified or short title. The outer cover will be addressed, return-addressed, and carefully sealed with no markings or notations to indicate the classification of its contents. If the outer cover is not sufficiently opaque to prevent the classification markings on the inner cover from becoming visible, the inner cover will be wrapped with sufficient paper to conceal the markings.

h. *Transmission:*

- (1) *Within a Headquarters.* Subject to the provisions of a through f above, the commander of each headquarters will provide for the security of TOP SECRET matter transmitted between offices within a headquarters in such a manner as to insure a degree of security equivalent to that outlined for transmission outside a headquarters.
- (2) *Outside a Headquarters:*
 - (a) TOP SECRET matter will be transmitted outside a headquarters by a courier transfer officer of the Armed Forces Courier Service; by designated couriers of the Armed Forces Courier Service *only* when travel is by U. S. military aircraft; by cleared commissioned officers, warrant officers or key civilian employees specifically designated by the originating activity (normally, a pilot or co-pilot will not be designated as a courier since the operation of the aircraft and action in the event of an emergency make such assignment impracticable); by specifically designated civilian couriers, i.e., State Department or other high Government officials, etc.; or by accompanied State Department diplomatic pouch.
 - (b) Accompanied State Department diplomatic pouch will be used *exclusively* for transmission of TOP SECRET matter through or within a neutral country and any other foreign country where the material would be subject to customs inspection or other examination or inspection.
 - (c) In all cases where TOP SECRET matter is to be transmitted via State Department channels, the originating office will place in the lower left-hand portion of the front of the outer cover the following routing certificate, which will be typewritten and pasted on or applied by rubber stamp or other legible means, and marked for transmission "By Courier" and "Transmission via officially designated military officer courier is authorized provided exemption from examination in transit is assured":

ROUTING CERTIFICATE

It is certified that contents require transmission indicated below:

-----BY COURIER (Hand treatment and registration to destination.)

-----Transmission via officially designated military officer courier is authorized provided exemption from examination in transit is assured.

-----Eligible for transmission as United States registered mail via U. S. Post Office, including Army, Navy, or Air Force postal facilities.

-----AIR POUCH (May be unaccompanied. Speed primary.)

-----SURFACE POUCH (May be unaccompanied.) Office or phone ----- Name and grade-----

30. Handling and Transmission of SECRET and CONFIDENTIAL Matter:

a. *General:*

- (1) The rules established in this Regulation for handling and transmitting information in the SECRET category are based on the fact that it is defense information the unauthorized disclosure of which could result in serious damage to the Nation. At the time of issuance of any document bearing a SECRET classification, the responsible officer or civilian official (signature authority) will:
 - (a) Direct the assignment of a lower classification if defense considerations do not support *fully* the classification of SECRET.
 - (b) Insure that all formal papers of a classified nature relating to the

coordination of the document or other aspects of its preparation which require retention are itemized, assembled into a single file, and forwarded for custody to the official office of record; and that all preliminary drafts, stenographic notes, and other working papers not required for record purposes are destroyed in accordance with the provisions of paragraph 9.

- (2) The rules established in this Regulation for handling and transmitting information in the CONFIDENTIAL category are based on the fact that it is defense information the unauthorized disclosure of which could be prejudicial to the defense interests of the Nation. At the time of signing or otherwise approving any document bearing a CONFIDENTIAL classification, the responsible officer or civilian official will direct the cancellation of the classification if defense considerations do not support the classification of CONFIDENTIAL.
- (3) The number of SECRET and CONFIDENTIAL documents originated as well as the number of copies thereof produced will be severely limited and kept to a minimum to decrease the risk of compromise of the information contained in such documents.
- (4) Measures will be employed within each headquarters to limit the dissemination of SECRET and CONFIDENTIAL information, originated, or received, to a minimum. No dissemination or disclosure of SECRET or CONFIDENTIAL information will be made or authorized by any person without determining beforehand that possession or knowledge of the information by the prospective recipient is necessary. The number of persons who work on SECRET and CONFIDENTIAL matters will be kept to a minimum and these persons will be warned against disclosing such matters to persons whose official duties do not require knowledge thereof.
- (5) The transmission and custody of each SECRET document or other item must be covered by a receipt system between headquarters. The transmitting office or headquarters will take action as necessary to obtain a receipt signed within the receiving

headquarters. DD Form 646, "Classified Document Receipt" (replacing WDAGO Form 996, which may be used), is available for this purpose when SECRET material is transmitted outside a headquarters, but use of a similar form is authorized to satisfy requirements in special circumstances. A receipt is required for CONFIDENTIAL registered material. Other CONFIDENTIAL material will require a receipt only if the sender deems it necessary.

b. *Preparation for Transmission:*

- (1) *Within a Headquarters.* Subject to the applicable provisions of a above, the commander of each headquarters will provide for the security of SECRET and CONFIDENTIAL matter prepared for transmission between offices within a headquarters in such manner as to insure a degree of security equivalent to that outlined for preparation for transmission outside a headquarters.

see change (2) *Outside a Headquarters.* SECRET and CONFIDENTIAL material to be transmitted outside a headquarters will be enclosed in opaque inner and outer covers. Written material will be protected from direct contact with the inner cover by a cover sheet or by folding inward. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification and address. When required, it will contain a receipt form which identifies the addressor, the addressee, and the contents by unclassified or short title. The outer cover will be addressed, return-addressed, and carefully sealed with no markings or notations to indicate the classification of its contents. If the outer cover is not sufficiently opaque to prevent the classification markings on the inner cover from becoming visible, the inner cover will be wrapped with sufficient paper to conceal the markings. *Particular care will be exercised, however, to insure that wrapped or packaged mail matter is sufficiently secure to prevent damage and possible exposure of classified information while in transit.*

c. *Receipt Within a Headquarters:*

- (1) Only the addressee or an especially selected representative specifically

designated by him will open inner covers or envelopes marked SECRET or CONFIDENTIAL. The receipt form will be dated, signed by the addressee or his authorized representative, and promptly returned to the sender.

- (2) Before a sealed package or envelope containing SECRET or CONFIDENTIAL matter is opened, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If evidence of tampering is noted, the facts will be reported immediately to the dispatching activity, which will initiate an investigation.

d. *Transmission Within a Headquarters.*
Subject to the provisions of a above, the commander of each headquarters will provide for the security of interoffice transmission of SECRET and CONFIDENTIAL matter in such manner as to insure a degree of security equivalent to that outlined for transmission outside a headquarters.

c. *Transmission Outside a Headquarters:*

sa chape (1) *sa chape* Within Continental United States. SECRET and CONFIDENTIAL matter, except cryptomaterial, will be transmitted within the continental United States by one of the following means (see paragraph 34 regarding cryptomaterial):

- (a) United States registered mail, including registered air mail.
- (b) Railway Express Agency, Inc., under armed surveillance protective service; or by protected commercial air express under billing which assures the highest degree of protective handling.
- (c) Specifically designated and cleared military personnel or civilian employees.
- (d) Specifically designated officials or couriers of other United States Government agencies.
- (e) Military aircraft of the United States, *provided* that the material is entrusted to an officer or other reliable member of the crew on such aircraft with instructions regarding its security and delivery. (Normally a pilot or co-pilot will not be designated to act as a courier.)

(f) A designated courier of the Armed Forces Courier Service for transmission of registered material; and communication matter incapable of electronic transmission because of circuit outage, certified by commanders concerned as official business and requiring urgency of the highest priority with respect to transmission.

(2) *sa chape* Outside the Continental United States. SECRET and CONFIDENTIAL matter, except cryptomaterial (see paragraph 34), will be transmitted from points inside the continental United States to points outside the continental United States and vice versa, and between points outside the continental United States, in the same manner as prescribed for transmission of TOP SECRET matter (including the Armed Forces Courier Service only as hereinafter set forth), or by any of the following means:

- (a) United States Post Office, registered mail, including registered air mail, through Army, Navy, or Air Force postal facilities, provided that the material does not at any time pass out of United States Government control and does not pass through a foreign postal system. (SECRET and CONFIDENTIAL matter may, however, be transmitted between United States Government and/or Canadian Government installations in the continental United States, Canada, and Alaska by United States and Canadian registered mail, with registered mail receipt.)
- (b) State Department diplomatic pouch. The routing certificate referred to in paragraph 29h(2)(c) is required. It will be marked "By Courier" and "Eligible for transmission as United States registered mail * * *," except that accompanied diplomatic pouch (courier) will be used exclusively for transmission through or within neutral countries and any other foreign country where the material would be subject to customs inspection or other examination or inspection.

- (c) Specifically designated and cleared noncommissioned officers, for transmission *within areas of commands* located outside the continental United States.
- (d) Commanders or masters of vessels of United States registry.
- (e) Military aircraft of the United States, as authorized in (1)(e) above.
- (f) A designated courier of the Armed Forces Courier Service for transmission of registered material; and communication matter incapable of electronic transmission because of circuit outage, certified by commanders concerned as official business and requiring urgency of the highest priority with respect to transmission.

31. Messages:

a. All classified messages to be transmitted by electrical means will be encrypted except that SECRET and CONFIDENTIAL messages may be transmitted as permitted in b below, or over communications circuits which have been approved for such transmission by a specifically designated commander or his representative. In no circumstances will TOP SECRET messages be transmitted in the clear by electrical means.

b. In combat or combat-related operations, simulated or actual, upon authorization by the commander or his authorized representative, messages of any classification except TOP SECRET may be transmitted in the clear over any nonapproved wire circuit or any radio channel, when time cannot be spared for encryption and the information to be transmitted cannot be acted upon by the enemy in time to influence the situation in question. Such messages will be marked "SEND IN CLEAR" over the signature of the commander or his authorized representative.

32. Special Procedure for Safeguarding From Disclosure to Foreign Nationals:

a. Whenever originators or recipients of classified documents determine that information is contained therein which should be withheld from foreign nationals, and the anticipated distribution, transmission, or handling is such that the documents will be liable to inadvertent disclosure to foreign nationals, originators or recipients should attach *special handling* notices to the documents, or incorporate special instructions in a conspicuous manner thereon as follows:

SPECIAL HANDLING REQUIRED NOT RELEASABLE TO FOREIGN NATIONALS

The information contained in this document will not be disclosed to foreign nationals or their representatives.

b. The abbreviation "NOFORN" is authorized for insertion in the text of classified messages to warn addressees that the information contained in the message requires the special handling referred to in a above.

c. All classified documents and messages addressed to a *United States* authority stationed at an allied headquarters or similar office under international control and staffed with representatives from the United States and one or more other governments will bear the appropriate special handling notice, or will include or have attached thereto specific instructions providing for the disclosure to foreign nationals of the information involved when such disclosure is authorized in accordance with paragraph 6d.

d. Documents and messages requiring special handling may also contain instructions providing for the release to foreign nationals of indicated elements of information, or all of the information upon the passage of a named event or date, when such release is authorized in accordance with paragraph 6d.

e. In no circumstances will matter not bearing special handling instructions be released or disclosed to any foreign national without proper authorization in accordance with policies prescribed by the Department of the Air Force. (See paragraph 6d.) Special handling instructions will be used solely to indicate to holders and other handling personnel that the documents involved already have been reviewed by the office of origin or other responsible authority, and that disclosure to foreign nationals is not authorized.

33. Designation and Instruction of Couriers and Messengers:

a. *Designation.* The selection and designation of persons to act as couriers or messengers for the transmission of classified information in accordance with the provisions of this Regulation will be limited to persons known to be reliable and who can be depended upon to accord the material involved the proper degree of protection.

b. *Instruction.* Commanders who direct or authorize the transmission of classified matter by individuals will insure that such individuals are properly instructed concerning its safeguarding and delivery. (For instructions regarding emergency destruction in transit, see paragraph 9i(2).)

c. *Exemption from U. S. Customs Inspection.* For instructions concerning the designation of couriers and exemption of official matter from U. S. customs inspection, see AFR 205-75.

34. Transmission and Receipt of Cryptomaterial:

a. *Preparation for Transmission.* All classified cryptomaterial will be double-wrapped. The inner wrapper will be sealed, addressed to the attention of the cryptosecurity officer or the custodian of cryptomaterial, and marked with the appropriate classification. The outer wrapper will be sealed and addressed but not marked with any classification; it will not indicate the contents of the package nor the fact that the package is for the attention of the cryptosecurity officer or the custodian of cryptomaterial. A serial number will be placed on each package or envelope to facilitate handling, identification, and receipting.

b. *Receipt System.* Packages containing cryptomaterial will be covered by a receipt system during transmission. The receipt will identify the package by package number and will not give any indication of the contents.

c. *Means of Transmission:*

(1) Between points within the continental United States, SECRET or CONFIDENTIAL cryptomaterial will be transmitted by the Armed Forces Courier Service, officially designated and cleared officer couriers (commissioned or warrant), or registered mail, including registered air mail. When transmitted by registered mail, mail pouches with special rotary locks will be used whenever possible.

(2) Transmission of SECRET or CONFIDENTIAL cryptomaterial from points within the continental United States to points outside the continental United States and vice versa, and between points outside the continental United States will be only by the Armed Forces Courier Service, officially designated and cleared officer couriers (commissioned or warrant), or by accompanied (courier) State Department diplomatic pouch. (See paragraph 29h(2)(b) and (c).) The routing certificate will not be marked "Eligible for transmission as United States registered mail ***."

(a) The Armed Forces Courier Service will be used whenever practicable except for transmission through or within neutral coun-

tries or any other foreign country where the material would be subject to customs or other inspection or examination.

(b) Officers designated as official couriers will not be assigned other duties during the trip and will deliver the cryptomaterial before resuming any other duties. They will be instructed by the transmitting officer in the proper method of destroying the material in an emergency, and advised that the material must be continuously guarded until delivered.

(3) Registered cipher machines will be transmitted only in the custody of an armed officer guard (commissioned or warrant) or by accompanied State Department diplomatic pouch (courier) regardless of the type of transportation used, and will be handled in accordance with special instructions issued by the Department of the Air Force.

d. *Action Upon Receipt of Cryptomaterial:*

(1) Inner covers or envelopes will be delivered to the addressee unopened. The cryptosecurity officer or the custodian of cryptomaterial will date and sign the receipt form and return it promptly to the sender.

(2) Packages of registered cryptomaterial will be opened, checked, and the material placed in storage immediately upon arrival at a headquarters. Before each package is opened, it will be inspected carefully for any evidence of tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing office which will initiate an investigation without delay. Pending action by the investigating authority, the package will remain in the exact state as when the evidence of tampering was discovered, and any handling will be held to the absolute minimum consistent with providing for the safeguarding of the package.

35. Protection of Shipments (Except Cryptomaterial) via Commercial Carriers Within United States or Its Possessions:

a. *Selection of Shipping Method.* Disclosure of information pertaining to classified materiel will be prevented during transportation within the United States or its possessions by one

See
Intercom
Ch
3
For
Amendment

of the following methods of shipment, to be determined by the commander authorizing its movement. Commanders responsible for authorizing the shipment of classified materiel by one of the methods set forth below will insure that the consignee is notified sufficiently in advance of arrival of the shipment at its destination so that proper protection may be accorded the materiel upon delivery.

b. *Protection of Shipments.* If size and quantity permit, classified materiel may be handled and transmitted in the same manner as provided in this Regulation for similarly classified documents. However, in cases where materiel is of such size or quantity as to create suspicion of its character and entail additional security risk when transported in the same manner as documents, one of the methods set forth below will be used. ~~Whenever practicable, classified materiel will be double wrapped.~~

see Jorg
c. *Railway Express Service Protected by Carrier's Guards.* SECRET or CONFIDENTIAL shipments may be shipped as set forth below via Railway Express Agency, Incorporated, after advance arrangements have been made in accordance with the provisions of AFR 75-2 for carrier to guard the materiel from the time it leaves the hands of consignor until delivered to consignee. The protective service to be chosen for SECRET and CONFIDENTIAL shipments will be the *armed surveillance* service described in paragraph 20a(1)(b), AFR 75-2, 23 June 1952.

see Jorg
d. ~~Ordinary Railway Express Service Protected by Military Guards.~~ This method of shipment may be chosen for TOP SECRET, SECRET, or CONFIDENTIAL materiel. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements. Specific instructions relating to the furnishing of orders to guards, the issuance of additional orders necessary to insure the safety of the shipment, and transportation of guards are published in paragraph 18, AFR 75-2.

e. *Air Freight or Air Express via Commercial Air Lines Protected by Military Guards.* The provisions of d above will govern generally.

see Jorg
f. *Rail Freight Service Protected by Military Guards.* Classified materiel may be shipped by rail freight service under the protection of military guards. (See paragraph 18, AFR 75-2, concerning guards for safeguarding shipments.)

g. *Ordinary Motor Truck Freight Protected by Military Guards.* The principles of f above will govern.

h. *Water Freight Service Protected by Military Guards.* The principles of paragraph 18,

AFR 75-2, 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 materiel accompanying troops will be adequately guarded by organization personnel. (See also paragraph 18h, AFR 75-2.)

see Jorg
j. *Guards.* Guards sufficiently armed will be provided in accordance with paragraph 18, AFR 75-2. 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 of CONFIDENTIAL Materiel Without Guard.* Shipments of CONFIDENTIAL materiel may, at the discretion of the activity authorizing its movement, be shipped within the United States or its possessions by one of the following methods, without guard:

- See AFR 205-25 - 26 May 55*
- (1) Air express or air freight, via commercial air lines, provided that a hand-to-hand signature service is furnished by the carrier from point of origin of shipment to destination, and provided further that the carrier provides appropriate security measures to protect the shipment at all times, including periods that it is grounded in transit.
 - (2) Sealed commercial truck traveling under its own motive power.
 - (3) Rail freight open car, provided that trucks or crates containing the 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.

36. *Protection of Shipments Outside the United States.* Disclosure of information pertaining to classified materiel will be prevented during transmission outside the United States or its possessions by a method of shipment by which the materiel will be under direct supervision and control of authorized personnel at all times, and will not be subject to United States or foreign customs inspection or other examination in transit. Special care will be exercised to insure that classified information relating to the items of materiel or to the shipment will not be disclosed to unauthorized personnel. Additional instructions pertaining to unit movements and movement of supplies are contained in section VIII.