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NATIONAL SECURITY AGENCY  
Washington 25, D. C.

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NSA REGULATION  
NUMBER 121-7

8 April 1955

EFFECTIVE UNTIL 1 APRIL 1956 UNLESS SOONER  
RESCINDED OR SUPERSEDED

SECURITY OF CLASSIFIED INFORMATION  
AND MATERIAL

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SECTION I - SUPERSESSION

This Regulation supersedes NSA Regulation Number 121-7, dated 22 April 1954, and the following portions of the NSA Security Manual dated 5 November 1952:

Paragraphs 406 through 406.3e.(9)(b)1.c., 406.3e.(10)(a) through 406.3e.(11)(b)4., 406.4 through 406.4K; paragraph 832, Appendix I; and Annex A to Appendix I.

SECTION II - PURPOSE AND SCOPE

1. Knowledge or possession of classified defense information shall be permitted only to those persons whose official duties require such access in the interest of promoting national defense. Each Agency employee shall be responsible for insuring that such classified information as he may have knowledge or possession of does not pass into the hands of unauthorized persons.

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2. The purpose of this regulation is to establish within the National Security Agency standard policies and procedures for the safeguarding of classified information received by or originated within all elements of the National Security Agency except wire communications and documents relating thereto, the safeguarding of which is covered by Communications Security directives or regulations.

3. The basic policies and procedures concerning communications security are contained in ACP 122, Communications Instructions, Security; AFSAG 1210, Cryptographic Operations, Joint; and AFSAG 1248, Fundamentals of Transmission Security, Joint; and will not be covered by this regulation, except that the standards for safeguarding communications security information and material shall not be lower than those established herein.

### SECTION III - CLASSIFICATION CATEGORIES

1. General - Information produced by this Agency shall be assigned a category of classification commensurate with the nature and extent of the danger to national security which would result from its unauthorized disclosure. Executive Order No. 10501, dated 5 November 1953, established three categories of classification: TOP SECRET, SECRET and CONFIDENTIAL. In addition to these three categories of classification, the Secretary of Defense has authorized the use of the term "CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED" for certain defense information classified CONFIDENTIAL and the use of the term "FOR OFFICIAL USE ONLY" for information which requires protection in the public interest, but which is not within the purview of Executive Order No. 10501.

#### 2. Definitions -

a. TOP SECRET: Except as may be expressly provided by statute, the use of the classification TOP SECRET shall be authorized, by appropriate authority, only for defense information or material which requires the highest degree of protection. The TOP SECRET classification shall 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 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 the compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

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b. **SECRET:** Except as may be provided by statute, the use of the classification **SECRET** shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could result in serious damage to the nation, such as by jeopardizing the international relations of the United States, endangering the effectiveness of a program or the policy of vital importance to the national defense, or compromising important military or defense plans, scientific or technological developments important to national defense or information revealing important intelligence operations.

c. **CONFIDENTIAL:** Except as may be expressly provided by statute, the use of the classification **CONFIDENTIAL** shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could be prejudicial to the defense interests of the nation

d. **CONFIDENTIAL - Modified Handling Authorized:** **CONFIDENTIAL** defense information as described below shall be identified by the term "Modified Handling Authorized". Information so designated is that which pertains to combat or combat related operations, actual or simulated, and includes, but is not limited to the following:

- (1) Training, Field and Technical Manuals and related material.
- (2) Photographs, negatives, photostats, diagrams or material.
- (3) Defense procurement plans, including procurement contracts and related matters.
- (4) Communications material and messages.
- (5) Certain documents regarding engineering plans and design details, computation, method of processing or assembling, which are essential to the functioning or use of an article of material.
- (6) Military maps and aerial photographs and related material which require dissemination for military purposes.

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e. FOR OFFICIAL USE ONLY: For certain information, not within the purview of Executive Order No. 10501, which requires protection either in accordance with statutory requirements or public interest, the term "FOR OFFICIAL USE ONLY" is authorized to protect from unlawful dissemination the categories of material described below:

- (1) Textbooks, syllabi, language dictionaries, telephone directories, etc., which of themselves do not warrant classification, however, the wide dissemination of which might be detrimental to the security of the Agency's mission.
- (2) Records and information which pertain to individuals such as personnel records, medical records and investigative reports, documents, and proceedings.
- (3) Information as to the identity of confidential informants, and information furnished by them in confidence.
- (4) Information received in confidence from private individuals, firms, or organizations in connection with bids, proposals, "trade secrets", and reports of a financial, technical, or scientific nature.
- (5) Information which is, or may reasonably be expected to be, connected with any pending or anticipated litigation before Federal and state courts or regulatory bodies.
- (6) Advance information on proposed plans to procure, lease or otherwise acquire or dispose of materials, real estate facilities, or functions, which would provide undue or discriminating advantage to private or personal interests.
- (7) Preliminary documents relating to proposed plans and policy development when premature disclosure would adversely affect morale, efficiency or discipline.

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- (8) Examination questions and answers to be used in training courses or in the determination of qualifications of candidates for employment, entrance to duty and advancement or promotion.

3. Communications Intelligence (COMINT) - The safeguards provided for under the basic classifications established by Executive Order No. 10501 do not provide the degree of protection required for Communications Intelligence. Therefore, in order to provide the degree of protection considered necessary, specific categories of COMINT are identified by the assignment of a distinctive codeword in addition to the classification category. The assignment of the codeword to COMINT does not change the classification thereof, but only restricts its dissemination to those persons authorized access thereto. A detailed description of the categories of COMINT is contained in the Appendix to this regulation.

#### SECTION IV - CLASSIFICATION OF INFORMATION

1. Authority - The authority to classify, declassify and downgrade or upgrade the classification of defense information for which the National Security Agency has responsibility pursuant to Executive Order No. 10501, dated 5 November 1953, and Department of Defense Directive 5200.1, dated 19 November 1953, and to designate in writing, as may be necessary, officers and employees within the National Security Agency to perform these functions, was delegated to the Director, National Security Agency, by Secretary of Defense Memorandum for the Director, National Security Agency, dated 19 May 1954.

2. Assignment of Classification -

a. Authority and Responsibility:

- (1) Authority is delegated to the Vice Director/Chief of Staff, Deputy Chiefs of Staff, Deputy Directors, Special Assistant, Inspector General, General Counsel, Comptroller, Chiefs of Staff Divisions and Offices and Chiefs of NSA Field Activities to classify, declassify, downgrade or upgrade the classification of defense information originated within their jurisdiction. This authority may be further delegated within their organization provided such delegation is

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in writing by name of individual and the Adjutant General is furnished a copy. Each person having authority to classify shall be responsible for the proper classification of all information classified by him.

- (2) The Adjutant General shall exercise general supervision over the classification of correspondence and documents originated within NSA.

Rules for classification -

- (1) Matter which requires safeguarding shall be assigned the lowest classification consistent with the nature and safeguards needed to protect it. Over-classification tends to undermine our security system as a whole, and unless effectively curbed, may jeopardize the protection required of our most important secrets.
- (2) Unless otherwise directed by competent authority, NSA information and material, including extracts, shall be classified according to content or merit and not according to the relationship to other classified matter, except that the classification of a file or physically connected group shall be that of the highest category included in the file or group.
- (3) Information or documents which refer to classified matter need not bear the classification of the referenced material provided the reference is made by means of file numbers, dates, other identifying symbols or subject (provided the subjects themselves are not classified or of a lower classification). Such information or documents, except those referring to registered documents by titles other than short titles, may even be unclassified.
- (4) Each document prepared within the Agency will bear the classification of the highest classified information contained therein; and except

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for inclosures, annexes, appendices, supplements, charts, tables, etc., all pages of a single document will bear that classification.

- (5) A letter of transmittal shall be classified at least as high as the highest classified inclosure thereto, and if the information in the letter is of a lower classification or unclassified, a downgrading or declassifying notation shall be contained therein.
- (6) A cover, whether a blank sheet of paper or one with a title or brief notation of contents, used on either front or back of classified papers shall bear the classification of the highest classified paper contained therein.
- (7) Equipment shall be classified in the same manner as documents.

c. Rule for changing classification: The classification of any item of NSA classified matter shall be changed when the degree and extent of security protection required for the item is no longer the same as when its category of classification was originally assigned or when it is discovered that the item was incorrectly classified.

d. Guide Lines for Security Classification: The Appendix, Guide Lines for Security Classification, is intended as a means of further assistance to NSA personnel in the classification of Agency material, and all persons within the Agency who have responsibility for classification of information should be familiar with its contents. (Extra copies of the Appendix may be obtained from the Adjutant General.)

#### SECTION V - MARKING OF CLASSIFIED MATERIAL

1. General - When competent authority directs that NSA material be assigned a security classification, such matter shall be conspicuously marked with the appropriate category of classification and such other additional markings as are required to denote the need for special handling.

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2. Classification Markings -

a. Books and Pamphlets: Classified books and pamphlets which are permanently and securely fastened together shall be plainly and conspicuously marked or stamped near the top and bottom on all printed pages which contain classified information, 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.

b. Letters, Memoranda, Bulletins, Orders, Contracts, Messages and Written Material in General: Classified letters, memoranda, bulletins, orders, contracts, messages and written material in general, whether typed or written in longhand, shall be plainly and conspicuously marked or stamped with the appropriate classification on all pages of the original and all copies thereof. The markings shall be centered at the top and bottom of each page (if both sides of paper are used, both sides shall be properly marked.)

c. Maps, Drawings, Tracings, and Photographs: Classified maps, drawings and tracings shall carry a legend of the proper classification in such position that it will be reproduced on all copies made therefrom. Ordinarily such markings shall appear in the upper left and lower right-hand corner. Whenever practicable, photographic negatives shall be marked in the same manner. Photographs and reproductions made from negatives which do not carry a legend shall be marked at top and bottom on front and conspicuously on the back. When rolled, classified maps, drawings and tracings shall be plainly marked with the appropriate classification on each end of the back.

d. Motion Picture Films and Microfilm: The classification of the highest classified information or document contained within each reel of motion picture film or microfilm shall be conspicuously marked at the beginning and end of the reel. This may be accomplished by using a flash card with the appropriate classification large enough to make an image which can be read without placing the film in a projector or reader or by marking the classification on the film with a permanent type ink. The container used to store the reel of film will also display the same markings. In addition, it is recommended that appropriate classification be placed on one side of each reel.

e. Sound Recordings: Classified sound recordings shall be marked on readily observable portions, preferably at the beginning and end, with appropriate classification

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and, if stored in a container, the container also will display the same markings. When practicable, the fact that the recording contains information of a particular classification will be announced at the beginning and end of the recording.

f. Special Material and Equipment: The manner of marking special material and equipment shall depend upon the character thereof. However, such special material and equipment shall be conspicuously marked by stamping, etching, attaching a classification plate or other appropriate means.

g. Reproduction Masters: Classified multilith, mimeograph, ditto and other reproduction masters shall be either destroyed immediately after they have served their purpose or plainly marked with the appropriate classification.

h. Preliminary drafts, carbons, etc.: Classified preliminary drafts, carbon sheets, stenographic notes, work sheets and other similar items shall either be destroyed by the person responsible for their production immediately after they have served their purpose or be marked and safeguarded in the same manner as the matter produced therefrom.

i. Reproductions: All copies or reproductions of classified material shall be appropriately marked or stamped in the same manner as the original thereof.

j. Unclassified Material: Unclassified Material shall not be 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.

3. Marking of Letters of Transmittal - Letters of transmittal classified solely or partially because of classification of inclosures shall have as the final paragraph or be stamped with one of the following or similar notations as appropriate:

Downgraded to \_\_\_\_\_ when inclosure(s) is (are) removed.

Downgraded to \_\_\_\_\_ when inclosure(s) No. \_\_\_\_\_ is (are) removed.

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Declassified when inclosure(s) is (are) removed.

Declassified when inclosure(s) No. \_\_\_\_\_ is (are) removed.

4. Marking for Automatic Downgrading - Whenever possible, the originator of classified material shall indicate on the document or in the text thereof the date or event after which a document may be downgraded. Such authorization shall appear over an authenticating signature if not embodied in the text.

5. Marking For Change in Classification - Regraded documents shall have the old classification lined through and the new classification stamped or marked (not typed) at the top and bottom on the outside of the front and last pages of printed material; on all other material the old classification shall be lined through and the new classification placed conspicuously thereon. All Agency activities or individuals holding copies of regraded or declassified documents and material shall promptly mark them as outlined above and mark top of cover, first page if document has no cover, or conspicuous place with a notation substantially as follows: Regraded (Classification) by authority of (Official or document authorizing change) by (name, grade and organization of person making change and date thereof).

6. TOP SECRET Control Markings -

a. Control Number: All TOP SECRET material, except registered, received or produced by an element of NSA shall be controlled by a number which shall be placed on the bottom in the lower right-hand corner of the cover and title page of each bound document and on a conspicuous part of all other material. To avoid duplication of numbers within the Agency, the number assigned by the TOP SECRET Control Office will be preceded by two digits indicating the year the material is received or originated by the Agency and numbers assigned by TOP SECRET Control Points normally will be preceded by two digits indicating the year and the short title or numerical designation of the Control Point or the activity which it serves. (See Sections VI for definition of Control Office and Control Points.) Messages and documents which are assigned other control numbers need not be assigned a TOP SECRET Control number.

b. Copy number and pages: All TOP SECRET material, except registered, produced within the Agency shall be marked as follows:

- (1) Books and Bound Documents. All pages will be numbered at the bottom and the cover and

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title page marked with the following notation in the lower right-hand corner:

NSA TS Contl No. \_\_\_\_\_  
Copy Number \_\_\_\_\_  
This Document Contains \_\_\_\_\_ Pages

- (2) Letters, Memoranda, Bulletins, Orders, Contracts and Written Material in General. All pages will be marked with the following notation in the lower right-hand corner of each page:

NSA TS Contl No. \_\_\_\_\_  
Copy Number \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_ Pages

EXCEPTION: On communications which are printed on both sides of the pages (head to head) the above notation will be placed on the lower right-hand corner on odd numbered pages and on the lower left-hand corner on even numbered pages.

- (3) All Other Materials. All TOP SECRET material not covered by subparagraphs (1) and (2) above will be marked conspicuously with an item number in addition to the TOP SECRET Control Number.

7. Marking of Registered Matter (Non-Cryptographic) - In addition to the other markings required by this section, each registered document will be marked with "Registered" and the register number at the top of the front cover, both long and short title, the number of pages, the office of record to which returns are to be made, instructions covering the reporting of its custody and instructions for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering disposal of the obsolete document or accompany the registered document on a separate sheet. If a registered document consists of more than one volume, each volume will bear a separate short title. Each registered document will contain a table of contents, showing effective pages, any maps or inserts not numbered by page and appendices.

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8. Special Markings

a. COMINT Codewords: The applicable codeword shall appear immediately following the appropriate classification on every page of material containing communications intelligence information that requires identification by the assignment of a distinctive codeword. When a cover, or cover sheet is used, such cover shall also be marked at top and bottom with the highest classification attached thereto and shall be plainly marked with the notation "Appended Documents Contain CODEWORD Material" or "This Document Contains CODEWORD Material" as appropriate.

b. HANDLE VIA COMINT CHANNELS ONLY. Documents, material and inclosures thereto containing information about communications intelligence activities which reveal directly or by implication, the existence of any activity directed toward the extraction of intelligence from the communications of a foreign government, but which do not reveal actual success, progress or processes in the production of COMINT shall be marked with the term "HANDLE VIA COMINT CHANNELS ONLY." This notation will be placed on the bottom of each page and will be placed so it will not interfere with the placing on the document of a Top Secret control stamp, if required. If the document is permanently bound the legend need only appear on the cover and first page. (Details on classification and handling of documents containing information about COMINT activities are contained in NSA Regulation No. 10-4.)

c. CONFIDENTIAL - Modified Handling Authorized: CONFIDENTIAL documents and material as defined in paragraph 2d of Section III shall be marked with the term "Modified Handling Authorized" directly below the classification CONFIDENTIAL wherever it appears except that it need appear only on the cover and title page of bound documents.

d. Material not Releasable to Foreign Nationals: Documents and material determined to contain material which should be withheld from foreign nationals, the anticipated distribution, transmission and handling of which is such that the documents or material might be liable to inadvertent disclosure to foreign nationals, shall be marked or stamped conspicuously on the cover or first page with the following notation: "SPECIAL HANDLING REQUIRED. NOT RELEASABLE TO FOREIGN NATIONALS. The information contained

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in this document will not be disclosed to foreign nationals or their representatives." In the case of messages, in addition to the markings described above for other material, the abbreviation NOFORN will appear in the internal instructions of the messages.

e. FOR OFFICIAL USE ONLY: Material and Documents containing information as defined in paragraph 2e of Section III shall be marked conspicuously with the term "FOR OFFICIAL USE ONLY". On all matter, printed, typed or in longhand, the term will appear at the bottom of each page.

f. Security-Cautioning Notations: When classified material is furnished to individuals not in the Executive Branch of the Government one of the following notations shall be stamped or written on the material, on its container or in the written notification of its assigned classification:

- (1) For cryptologic material. - "This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793, 794 and 798, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."
- (2) For all other classified material. - "This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

9. Size, Color and Format of Markings - The size and format of rubber stamps used in marking all matter coming under the provisions of this regulation shall be as follows:

a. Classification Markings: Size HH 20 (3½ letters to the inch) and when practicable, red in color.

b. TOP SECRET Control Markings: Size CC 12 (13 letters to the inch) ink color, when practicable, black, with format as follows:

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NSA TS Contl. No. \_\_\_\_\_  
 COPY NUMBER \_\_\_\_\_  
 THIS DOCUMENT CONTAINS \_\_\_\_\_ PAGES

NSA TS Contl. No. \_\_\_\_\_  
 COPY NUMBER \_\_\_\_\_  
 PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

c. COMINT Codewords: Same stamp size and ink color as classification.

d. ~~HANDLE VIA COMINT CHANNELS ONLY~~: Size CC 12 (13 letters to the inch) and color of ink, when practicable, red, with format as follows:

~~HANDLE VIA COMINT CHANNELS ONLY~~

e. CONFIDENTIAL - Modified Handling Authorized: Size of classification same as that for CONFIDENTIAL and size for term "Modified Handling Required". CC 18 (9 letters to the inch), ink color, when practicable, red, with format as follows:

~~CONFIDENTIAL~~

MODIFIED HANDLING AUTHORIZED

f. SPECIAL HANDLING REQUIRED: Size for capital letters will be CC 8 (17 letters to the inch) and size for balance of letters CC 6 1/2 (24 letters to inch) ink color, when practicable, red, with format 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.

g. FOR OFFICIAL USE ONLY: Size CC 18 (9 letters to the inch), ink color, when practicable, red, and format as follows:

FOR OFFICIAL USE ONLY

SECTION VI - CONTROL OF TOP SECRET AND NON-CRYPTOGRAPHIC REGISTERED MATTER

1. General - In addition to specifying measures for the control of TOP SECRET and non-cryptographic registered matter,

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the provision of this section constitutes the minimum standards for the control of CODEWORD information of any classification, and other classified matter which the Adjutant General may place under these controls.

2. TOP SECRET Control Program - Responsibilities -

a. The Adjutant General shall be responsible for the administration of the Agency TOP SECRET Control Program and shall appoint a TOP SECRET Control Officer who is charged with the supervision of the handling of TOP SECRET material, except registered, within the Agency. The appointment of the TOP SECRET Control Officer will be by General Orders.

b. The Chief of each Staff Division and Office shall be responsible for the administration of the TOP SECRET control program within his activity and shall appoint a TOP SECRET Control Officer and at least one Alternate TOP SECRET Control Officer for his activity. Names of personnel designated TOP SECRET Control Officer and Alternate TOP SECRET Control Officers will be reported to the Adjutant General who will publish a list of such Officers in General Orders.

3. TOP SECRET Control Officers -

a. Selection: TOP SECRET Control Officers shall be selected only from Officers of the Military Services or responsible civilian employees. They shall be of the highest integrity and proven discretion, and they also must be thoroughly indoctrinated in the elements of security prior to appointment as Control Officers.

b. Duties and Responsibilities:

- (1) The duties of the Agency TOP SECRET Control Officer include the receipt, custody, accounting for, and the distribution of TOP SECRET matter received by the Adjutant General and for the transmission thereof outside the Agency. He shall be responsible for the operation of the Agency TOP SECRET Control Office.
- (2) The duties of the TOP SECRET Control Officers for Staff Divisions and Offices include the receipt, custody, accounting for, and distribution of TOP SECRET matter received by

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or produced within their activity and for the transmission thereof outside their activity. Each Control Officer shall be responsible for the operation of the TOP SECRET Control Point for his activity.

c. General Rules for TOP SECRET Control Officers:

- (1) Maintain a record showing all TOP SECRET material received, dispatched, or destroyed. This record should indicate the individual responsible for the custody of any TOP SECRET material at any given time.
- (2) Avoid unnecessary dissemination of TOP SECRET information.
- (3) Transmit TOP SECRET information by direct contact when practicable.
- (4) Wherever possible, maintain a procedure whereby TOP SECRET material is covered by a continuous receipt system when not in your immediate custody.
- (5) Where practicable, conduct inventories of TOP SECRET material semi-annually.
- (6) Insure that all sealed envelopes and package seals are examined carefully prior to opening. Have any discrepancy or evidence of tampering indicating possible compromise reported promptly to the addressor, the Adjutant General, or the Chief, Security Division, as appropriate.
- (7) Insure that receipts are signed, dated and returned immediately.
- (8) Report immediately to the Adjutant General or the Chief, Security Division the violation of any of the procedures set forth herein for the control of TOP SECRET material.

4. TOP SECRET Control Office - The Adjutant General shall maintain the control office for TOP SECRET material, other than registered, received from or sent outside the Agency and will receive, check, receipt for, record and assign a TOP SECRET Control Number, maintain a record indicating the disposition of TOP

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SECRET material, transmit to authorized recipients, and make proper disposition of TOP SECRET material returned for file or destruction.

5. TOP SECRET Control Points - The Chief of each Staff Division and Office shall maintain one control point and as many alternate control points as may be necessary to control all TOP SECRET material passing within his activity. A minimum of one Alternate TOP SECRET Control Officer shall be appointed for each Alternate Control Point maintained. The following control procedures shall be followed in the operation of each TOP SECRET Control Point:

a. Receive, check, receipt for, record, safeguard and transmit to proper recipients all TOP SECRET material referred to the activity by TOP SECRET Control Office or another TOP SECRET Control Point.

b. Assign TOP SECRET Control Numbers to TOP SECRET material originating within the Staff Division or Office and maintain a record indicating its disposition. TOP SECRET material to be signed by the Director or for the Director will be given a TOP SECRET Control Number by the Adjutant General.

c. Scrutinize periodically files of TOP SECRET material to insure that all material not required for operation purposes be promptly referred to the TOP SECRET Control Office or appropriate TOP SECRET Control Point for proper disposition.

d. Maintain a roster of all personnel authorized to receive and receipt for TOP SECRET material within the activity.

6. Control of TOP SECRET Material -

a. Receipts: Documents and material classified TOP SECRET shall be covered by a receipt system at all times. Receipt for TOP SECRET material shall be signed by a TOP SECRET or Alternate TOP SECRET Control Officer or by the person to whom it is addressed. Personnel other than the above who in the performance of their duties handle TOP SECRET material are authorized to sign for a package containing TOP SECRET material, but not for the contents therein.

b. Records: A record of all TOP SECRET material received, or originated within the Agency will be maintained at the TOP SECRET Control Office or a TOP SECRET Control Point. Such records will include the control number, number of copies,

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sufficient information to identify the material, the disposition of each copy, and destruction certificate for material destroyed. TOP SECRET material received in the Agency with the notation to be opened only by a specifically designated individual shall not be opened but shall be assigned a TOP SECRET control number by the TOP SECRET Control Office and delivered together with NSA Form No. 1286 to the TOP SECRET Control Officer for the activity to which the individual is assigned for further delivery. The individual to whom the material is addressed shall be responsible to the Agency TOP SECRET Control Officer for the proper accountability of material so received and will complete NSA Form No. 1286 and return it to the TOP SECRET Control Office. In the event such material is turned over to a TOP SECRET Control Point for control the TOP SECRET Control Office will be so notified.

c. Transmission within the Agency: All TOP SECRET material being placed in the Adjutant General messenger system for transmission to another Agency activity will be single wrapped, addressed, return addressed, sealed, marked with the appropriate classification on front and back, assigned a control number, marked with the phrase "To be Opened Only By" for Codeword material, and package receipted for by the messenger.

d. Use at Conference: TOP SECRET material to be used by an NSA representative at a conference will be logged out at the appropriate control point, packaged in accordance with procedures outlined in Section VIII of this regulation and transmitted in accordance with paragraph 3, Section III of NSA Regulation 102-1. If it becomes necessary to leave this material in the custody of another person, a receipt will be obtained and forwarded to the appropriate Control Point if transfer, within or without the Agency, is permanent.

7. Control of Registered Matter (Non-Cryptographic) -

a. Responsibility:

- (1) The Adjutant General shall maintain the Office of Record for all Registered Matter (non-cryptographic) received by or originated within the Agency. He shall appoint a NSA Custodian who is charged with the responsibility for designation of documents originated within the Agency as Registered Matter, the procurement of non-NSA registered documents, and the maintenance of a record of possession, transfer and destruction of

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all such documents. The appointment of the NSA Custodian will be by General Orders.

- (2) The Chief of each Staff Division and Office shall appoint one custodian and as many alternate custodians as may be necessary for his activity and will report such appointments to the Adjutant General who will publish a list of such custodians in General Orders. Each custodian will be responsible for procuring from the NSA Custodian all registered material required by his activity and for maintaining a record of possession of all such documents.

b. Custody and Accounting: The NSA Custodian shall keep a complete inventory of all Registered Matter held by the Agency and shall make or cause to be made on or about 30 June and 31 December of each year a semi-annual report of possession by each custodian of registered material. When a registered document is transferred from one custodian to another, a certificate of transfer shall be made in triplicate, the original furnished the Office of Record and a copy retained by each of the two persons concerned in the transfer. Whenever a registered document is issued for temporary use to another person in the same activity, the custodian shall require a written receipt. No report of such transaction need be made to the NSA Custodian.

c. References to Registered Documents: All references to registered documents in possession or transfer reports, reports of destruction or unclassified correspondence shall be by registered number, date and short title. Any correspondence or paper which refers to a registered document by title other than short title must be assigned a minimum classification of CONFIDENTIAL.

d. Reproduction: Reproduction of a registered document wholly or in part is forbidden, except by authority of the office of origin, which in the case of NSA registered documents is the Office of the Adjutant General. The Adjutant General will be responsible for obtaining authority to reproduce registered documents for which he is not the office of origin and will maintain a record of all reproductions.

e. Regrading: When the classification of a registered document is changed, the Adjutant General will notify all holders of the document.

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SECTION VII - DISSEMINATION OF CLASSIFIED MATTER

1. General - The dissemination of classified information and material within the Agency, unless otherwise specified by the Director or his duly authorized representative in each instance, shall be limited to persons whose clearance status is current, who have been certified by the Chief, Security Division, for access to classified material, who have the necessary "need-to-know" and who have been indoctrinated for access to the classification and type of material concerned.

2. Authority and Responsibility -

a. Subject to the above concepts, Chiefs of Staff Divisions and Offices, higher authority within the Agency, and persons authorized by such officials may disseminate classified information and material, as required, for proper performance of their assigned duties.

b. Any person disseminating classified material or authorizing its dissemination shall be responsible for insuring that all applicable portions of this regulation and any other pertinent directives from competent authority are strictly observed and enforced. Such persons shall be responsible for obtaining the information necessary to enable them to discharge their dissemination responsibilities.

3. General Principles - The following principles shall govern the dissemination of classified defense information:

a. The existence, nature, content, or whereabouts of classified matter shall be divulged only to the extent required by the circumstances in each case.

b. In determining the limits of dissemination, due consideration shall be given to the degree of classification, as well as the "need-to-know" and the indoctrination status of the individual recipient with regard to a specific item of such matter.

c. No person is entitled to knowledge or possession of classified information of any kind solely by virtue of his rank, office, or position.

d. Every effort shall be made to keep responsible officials informed.

e. The need for dissemination of certain types of classified information for training purposes shall be recognized.

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4. TOP SECRET Material - The authorized dissemination of TOP SECRET material shall be as follows:

a. To authorized and specifically designated recipients of this Agency, the Armed Forces or other Government activities officially associated with the Agency, whose official duties require information on the specific subject under consideration.

b. To authorized and specially designated recipients not in Government service, but only under exceptional circumstances when it is determined that such persons must have information on the specific subject under consideration. Competent authority shall specify those persons who may receive such material.

5. SECRET or CONFIDENTIAL material may be disseminated to authorized recipients and specially designated recipients in and out of Government service where such dissemination is considered by competent authority within the Agency to be in the best interests of the Agency. Competent authority shall specify those persons who may receive such material.

6. FOR OFFICIAL USE ONLY material may be disseminated only upon a determination by a responsible official that the request for such information is based upon a legitimate interest, and that its release will not be prejudicial to the public interest or contrary to law. The arbitrary and unreasonable withholding of such information will be avoided. The identifying term "For Official Use Only" will be removed promptly when there is no longer a specific justification for protecting such information.

7. COMINT - Dissemination of COMINT information or material shall be made only on a strict "need-to-know" basis and then only to recipients who have been cleared and indoctrinated for such access.

SECTION VIII - HANDLING, PACKAGING AND TRANSMISSION OF CLASSIFIED MATTER

1. General - Classified material passing within or being sent outside the Agency shall be handled, packaged and transmitted in such a manner as to insure its remaining out of the hands of unauthorized persons. The standards and procedures outlined in this section are minimum and more stringent safeguards may be established when it is considered necessary to

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provide greater security. The provisions of this section do not apply to transmission by electrical means which is covered by other regulations and directives.

2. Handling of Classified Matter - The term "handling" as used herein shall be construed to mean all activities pertaining to the use, processing and preparation for dissemination of classified matter.

a. Classified matter shall be safeguarded against loss or unauthorized disclosure at all times to the extent required by the classification of the matter concerned. This shall apply whether or not the matter has been marked with the appropriate classification category.

b. The Chief of each Staff Division and Office shall be responsible for the handling of all classified matter within his activity or coming under his control and for the preparation and promulgation of any additional instructions required for the handling of classified matter under his cognizance.

c. The Adjutant General shall be responsible for providing messenger and courier service for the transmittal of classified material within the Washington area and for the preparation and promulgation of such additional regulations and instructions as are necessary to effectively discharge this responsibility.

3. Packaging of Classified Material - Classified material being sent outside the Agency or Agency installation shall be packaged as outlined below:

a. Type of covering: Each item of classified material shall be wrapped in such a manner to insure that it is received by the addressee in such condition that no possibility of a security compromise exists. The type of covering employed will be dependent upon the security requirement of the item, and its size, weight, nature and destination. Opaque or manila envelopes, kraft wrapping paper, corrugated cardboard boxes (bursting point of 200 lbs. per square inch), wooden crates and canvas or duck sacks, secured with tape, cord or wire shall be used as appropriate.

b. Preparation for Transmission:

(1) General. Classified material shall be inclosed in two opaque containers.

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- (2) Receipts. A receipt for all classified material, except CONFIDENTIAL - Modified Handling Authorized, material not leaving the continental United States, and such other material as the originator desires a receipt for, shall be inclosed in the inner package. The receipt form shall identify the addressor, addressee, and the material but shall contain no classified information.
- (3) Inner Container. The inner container shall be addressed, return-addressed, sealed and plainly marked with the classification on the front and back so that the marking will be easily seen when the outer cover is removed. In addition, a control number shall be assigned and placed on the front of the container. In the case of Codeword material or material that is stamped "HANDLE VIA COMINT CHANNELS ONLY", the inner container will bear the notation, "To be Opened Only by (SSO, Name of Person or Title) or Authorized Representative". (Codewords must not appear on either inner or outer envelope.) It shall be sealed in a manner tending to reveal evidence of any tampering.
- (4) Outer Container. The outer container shall be sufficiently opaque to prevent the classification markings on the inner containers from being visible, shall be addressed, return-addressed and carefully sealed and shall bear no markings to indicate the classification of its contents. In addition, a control number shall be assigned and placed on the front of the container.
- (5) NSA Form A-70. A NSA Form A-70 must be completed and forwarded to the Adjutant General with material which has been wrapped or enveloped by the originator.
- (6) Classified material, other than that passing through Adjutant General channels, going between elements of the Agency located at one station (AHS, NAVSECSTA, or Alternate Site, Fort Meade), need only be adequately covered so that the classified contents of the material

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cannot be observed. The wrapping or outer cover, i.e., briefcase, burn bag, envelope, folder, etc., need not be addressed, stamped or sealed. Personnel hand carrying classified material between buildings at a single location will be responsible for its security.

4. Methods of Transmission. Classified material being sent outside the Agency or between Agency installations shall be transmitted by one of the methods authorized herein.

a. Between points within the Washington area.

(1) TOP SECRET and Codeword material may be transmitted by one of the following methods:

- (a) Armed Forces Courier Service
- (b) Courier Service furnished by the Adjutant General
- (c) Couriers of the three Services
- (d) Appropriately designated cleared and accredited State Department, Atomic Energy Commission, Central Intelligence Agency and Federal Bureau of Investigation Couriers
- (e) When encrypted, by all electrical means and United States mail, including airmail
- (f) Officers or civilians of NSA who have been designated as official couriers for a specific trip by Chiefs of Staff Divisions and Offices.

(2) SECRET and CONFIDENTIAL material may be transmitted by one of the following methods:

- (a) Registered U.S. Mail and registered guard mail
- (b) Protected commercial express
- (c) Agency personnel specifically authorized and designated by Chiefs of Staff Divisions and Offices
- (d) Reliable citizens of the United States, including officials of other Government Agencies
- (e) Means authorized for TOP SECRET, except that material for the Armed Forces Courier Service and couriers of the three Services must meet their qualifications.

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- (3) CONFIDENTIAL - Modified Handling Authorized material may be transmitted by one of the following methods:
  - (a) Ordinary U.S. Mail
  - (b) Means authorized for SECRET and CONFIDENTIAL.
  
- b. Between points Inside the Continental United States:
  - (1) TOP SECRET and Codeword material may be transmitted by one of the following methods:
    - (a) Means authorized in sub-paragraphs 3.a.(1)(a) through 3.a.(1)(e) above
    - (b) Officers or civilians of NSA who have been designated as official couriers by NSA Letter Orders.
  
  - (2) SECRET and CONFIDENTIAL material may be transmitted by one of the following methods:
    - (a) Means authorized in sub-paragraphs 3.a.(2)(a) and 3.b.(1) above
    - (b) Registered Air Mail
    - (c) Officer or reliable crew member of United States military aircraft
    - (d) Protected Commercial express under billing which assures the highest degree of protective handling
    - (e) Commanders of vessels or civil aircraft of United States registry
    - (f) Agency personnel specifically authorized and designated by NSA Letter Orders.
  
  - (3) CONFIDENTIAL - Modified Handling Authorized material may be transmitted by methods authorized in sub-paragraphs 3.a.(3) above.
  
- c. Between Points Inside and Outside the United States:
  - (1) TOP SECRET and Codeword material may be transmitted by one of the following methods:
    - (a) Means authorized in sub-paragraph 3.b.(1) above
    - (b) Such other means as may be specifically authorized by the Director.

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(2) SECRET and CONFIDENTIAL material may be transmitted by one of the following methods:

- (a) Means authorized in sub-paragraphs 3.b.(2) above, provided that, except in the case of Canadian Registered Mail, shipment does not at any time pass out of the control of the United States Government. Such material may also be transmitted to and from U.S. installations in Canada and Alaska by Canadian registered mail provided registered mail return receipt is requested.
- (b) Means authorized in sub-paragraph 3.c.(1) above
- (c) Unaccompanied State Department diplomatic pouch.

(3) CONFIDENTIAL - Modified Handling Authorized material may be transmitted by one of the methods authorized for SECRET and CONFIDENTIAL material.

d. Between Points Outside the Continental United States: Classified material may be transmitted by same means as authorized in paragraph 3.b. above.

e. Transmission of Registered Matter: Registered documents shall be transmitted in accordance with the requirements pertaining to the transmission of SECRET unless the document is TOP SECRET in which case the transmission requirement pertaining to TOP SECRET will apply. The transmission and custody of registered documents will be covered at all times by a continuous system of receipts.

SECTION IX - CUSTODY AND STORAGE OF CLASSIFIED MATTER

1. Custody and Safekeeping - The possession or use of classified defense information or material shall 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. Whenever such information or material is not under the personal supervision of its custodian, whether during or outside of working hours, the following means shall be taken to protect it:

a. TOP SECRET and Registered Matter shall be stored in the most secure facilities possible. Normally it will be in a safe or a safe-type steel file container having a three-position, dial-type, combination lock, and being of such

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weight, size, construction, or installation as to minimize the possibility of surreptitious entry, physical theft, damage by fire or tampering.

b. SECRET and CONFIDENTIAL matter shall be stored in a manner authorized for TOP SECRET material, or in metal file cabinets equipped with steel lock-bar and an approved three-combination dial-type padlock from which the manufacturer's identification numbers have been obliterated, or in comparably secure facilities approved by the Chief, Security Division.

c. CONFIDENTIAL - Modified Handling Authorized matter may be stored in the manner authorized for higher categories of classified matter, but ordinarily shall be stored in a container equipped with a reasonably secure locking device or in any other storage facility as authorized by the Chief, Security Division.

d. Each piece of equipment used for the storage of classified matter, and each locked room used for the storage of loose classified matter, shall be posted with DA Form 727 giving the name, home address and telephone number of persons having knowledge of the combination and who are to be contacted in the event the equipment or room is found open or unattended. Chiefs of Staff Divisions and Offices shall require that each individual listed on DA Form 727 initial after his name acknowledging receipt of the combination.

2. Storage of Classified Material in Desks - The following instructions shall govern the storage of classified defense matter in or on desks within the Agency:

a. NSA activities at Arlington Hall Station

- (1) Exclusion Areas. Classified material may be stored in and/or on top of desks, provided material on top of desks is covered with heavy paper, and provided the material pertains to the individual's current work project.
- (2) Secure Areas. Material classified through TOP SECRET may be stored in locked desks after all other approved storage facilities have been exhausted, provided the material pertains to the individual's current work project.

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b. NSA activities at the Naval Security Station

- (1) Exclusion Areas. Classified material may be stored in desks, however, material classified no higher than CONFIDENTIAL may be left out on shelves or tables when specifically authorized by the Chief, Security Division.
- (2) Secure Areas. Classified material may not be stored in desks, however, material classified no higher than CONFIDENTIAL may be left out on shelves or tables when specifically authorized by the Chief, Security Division.

c. Classified material will not be stored in desks at the Interim Site, Fort Meade, Temporary Building "R" or any other NSA activity except as noted in paragraphs 2.a. and 2.b. above.

d. No classified material may be stored in desks in OPEN or RESTRICTED areas.

e. NSA Form G-1701 (Revised), which consists of the statement "THIS DESK CONTAINS NO CLASSIFIED MATERIAL", will be securely and conspicuously affixed to each desk in OPEN and RESTRICTED areas and will be signed by the occupant of the desk.

f. A desk may be locked only when the key or its duplicate is available in the area for use in gaining entry to the desk if required when occupant is not available.

g. Security Division personnel will conduct periodic inspections of locked and unlocked desks in conjunction with the Chief of the Branch or Section concerned.

3. Responsibility - Chiefs of Staff Divisions and Offices are responsible for the safe custody of classified material within their jurisdiction and they shall issue such additional directives as may be necessary to provide for safe custody within their activities.

SECTION X - DESTRUCTION OF CLASSIFIED MATTER

1. Authority - Documentary record material made or received by NSA in connection with transaction of public business and preserved as evidence of the organization, functions, policies,

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operations, decisions, procedures or other activities of any element of the Agency, or because of the informational value of the data contained therein may be destroyed only in accordance with NSA Regulation No. 12-2 or specific authorization from the Adjutant General. Non-record classified material may be destroyed as authorized by responsible Agency personnel.

2. Methods of Destruction - Classified defense material shall be destroyed by burning in presence of a commissioned officer or by other methods authorized by the Director. Specific detailed instructions concerning this method of destruction are covered by NSA Regulation No. 121-1.

a. Destruction of documents: Documents, worksheets, correspondence, and other readily combustible or pulpable material shall be placed in burn bags or whenever too bulky to make use of burn bags, shall be packaged, preparatory to destruction, in a manner which will preclude loss.

b. Destruction of Material Other Than Paper: Photographic paper, film, composition or treated waterproof tapes, acetate, celluloid, metal of any type, equipments, etc., shall be destroyed as directed by the Chief, Security Division.

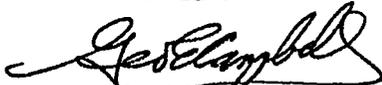
SECTION XI - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Security Division.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

JOHN B ACKERMAN  
Major General, US Air Force  
Chief of Staff

OFFICIAL:



GEO. E. CAMPBELL  
Colonel, AGC  
Adjutant General

Incl:  
Appendix

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APPENDIX

GUIDE LINES FOR SECURITY CLASSIFICATION

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SECTION I - GENERAL

1. The classifying of information and material within the cryptologic field is an involved and complex problem. Every document to be classified must be considered as being unique and one whose classification is dependent on factors existing within that document alone. The decision as to the proper classification of a document cannot arbitrarily be determined by referral to other documents or to specific rules and regulations. Each item of information or material must be adjudged solely on its own merits and classified according to its content. There are, however, certain basic principles of classification which will be of assistance to individuals within the cryptologic field in the solution of their classification problems, and it is proposed to set forth these basic principles in this document.

2. As a basis for classification, it is necessary that all personnel be thoroughly conversant with the security classifications established by Executive Order 10501: TOP SECRET, SECRET and CONFIDENTIAL. These security classifications can be stated as follows:

a. Top Secret: Except as may be expressly provided by statute, the use of the classification Top Secret shall be authorized, by appropriate authority, only for defense information or material which requires the highest degree of protection. The Top Secret classification shall 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 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 the compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

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b. Secret: Except as may be expressly provided by statute, the use of the classification Secret shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could result in serious damage to the Nation, such as by jeopardizing the international relations of the United States, endangering the effectiveness of a program or policy of vital importance to the national defense, or compromising important military or defense plans, scientific or technological developments important to national defense, or information revealing important intelligence operations.

c. Confidential: Except as may be expressly provided by statute, the use of the classification Confidential shall be authorized by appropriate authority, only for defense information or material the unauthorized disclosure of which could be prejudicial to the defense interests of the nation.

d. Confidential - Modified Handling Authorized: This does not constitute a separate and distinct classification category. Information must meet the requirements set down above for Confidential material. The addition of the notation "modified handling authorized" only permits modification of the storage and transmission procedures.

e. "For Official Use Only": This is not a security classification but is a designation to be used to assure the proper custody, preservation and use of official information which requires protection in public interest, but is not within the purview of Executive Order No. 10501.

3. Within the cryptologic field we must provide even more safeguards for our activities than are provided for under the standard security classifications. Before any official cryptologic information is to be disseminated, it must be determined that the recipient has a need-to-know. Information of an unclassified nature pertinent to the mission of a cryptologic activity should not be discussed with anyone except for official business purposes.

4. Beyond the basic classifications established by Executive Order, it is recognized that there are special considerations which must be considered separately because of their inherently sensitive nature. These special considerations pertain to specific categories of communications intelligence (COMINT) and are identified by the assignment of a distinctive codeword. The classification of COMINT involves two distinct considerations: the security of the information and the sensitivity of the source from which the information was derived. Either or both considerations may affect the classification, dependent upon whether the information or the source is the more sensitive.

5. Initially, COMINT material comes to this Agency in the form of collateral COMINT or as raw traffic which has been intercepted by field

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station activities throughout the world. This traffic is classified no lower than CONFIDENTIAL until such time as an analytical processing is begun. From the analysis of this raw traffic, we derive three types of intelligence.

a. Cryptintelligance is that COMINT which results from cryptanalysis of the systems utilized by message originators to protect the traffic during its transmission. This includes speech and facsimile security systems.

b. Traffic intelligence is that COMINT which results from traffic analysis of intercepted electrical communications. This includes COMINT produced by all means short of cryptanalysis of message texts.

c. Intelligence derived from the analysis of plaintext traffic.

6. Information derived from these three analytical processes (cryptanalysis, traffic analysis and plaintext analysis) is divided into three security categories.

a. Category III COMINT (Top Secret Codeword) is the most sensitive category and contains information of the highest classification whose source must be protected at all costs. In general, this will include information derived from cryptanalysis (except for designated types of COMINT) certain designated types of plaintext and special weather cryptanalysis and traffic analysis of certain high level systems as specified by existing authorities. For additional items in this category, see Section II.

b. Category II COMINT is less sensitive than the preceding category and is one whose material can, by acceptance of a calculated risk, be disseminated without over-riding concern for the security of the source. In general, this will include traffic intelligence resulting from the solution of certain low level codes and other security systems as specified by existing authorities. For additional items in this Category, see Section III.

c. Category I COMINT (Non-Codeword) is subject to the least restrictive regulations of the three categories and will include certain types of low level COMINT as specified by existing authorities. Material in this category will be classified no lower than CONFIDENTIAL without the assignment of any codeword. Extreme care must be utilized in placing COMINT in this category. (See paragraph g, Section VI - CONFIDENTIAL).

7. In addition to these categories, there are certain other basic statements that are acceptable as guide lines in determining classifications.

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a. COMINT will normally be considered as falling within category III except for such specific systems as have been mutually agreed upon by U. K. and the U. S. to be in other categories. This list is available in PROD (0621).

b. Standing operating procedures, personnel reports, organizational charts and instruction manuals governing respective COMINT organizations will be classified according to the information contained therein; those indicating operational capacity or success will be classified at least SECRET. Classification problems which cannot be resolved by the originator will be referred to the Adjutant General for determination.

c. In reference to type of cryptosystems, the terms "low grade", "medium grade" and "high grade" are often used. Definitions of these categories are as follows:

- (1) Low-grade, Pertains to a cryptosystem which offers slight resistance to cryptanalysis; for example:  
(1) Playfair ciphers, (2) Single transposition,  
(3) Unenciphered one-part codes.
- (2) Medium-grade, Pertains to a cryptosystem which offers considerable resistance to cryptanalysis; for example:  
(1) Strip ciphers, (2) Polyphase transposition, (3) Unenciphered two-part codes.
- (3) High-grade, Pertains to a cryptosystem which offers a maximum of resistance to cryptanalysis; for example:  
(1) Complex cipher machines, (2) One-time systems,  
(3) Unknown two-part codes enciphered with an additive book.

8. It must be pointed out that, although the cryptanalytic techniques associated with a specific operational cryptosystem fall into Categories III, II, or I, nevertheless a detailed description of the procedures and general principles underlying the solution of a type cryptosystem may be of lower classification or even unclassified, e.g., the solution of the classic Playfair system. This consideration applies also to principles and techniques involved in the attack on U.S. and NATO cryptosystems.

a. Likewise, although it must be pointed out that traffic analytic techniques and data associated with specific targets fall into Categories III, II or I, nevertheless a detailed description of the general principles and techniques involved in hypothetical traffic analysis may be of lower classification.

b. The classification of an item of cryptanalytic or cryptographic equipment is determined solely on its own merits, based on the extent to which protection of new principles and techniques must be afforded. The

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degree of classification does not necessarily concern only the field of cryptology (or cryptologic aspects) but also takes into account engineering sophistication.

9. As a means of further assistance to personnel, the following classification guide lines have been established. Remember they are only general in nature and that the classification of any given item must be established solely on its own merits. In addition, an abbreviated classification table has been inclosed at the end of this document and is intended for reference purposes only. It may be detached and used separately. WARNING! In no instance may this table be used to solve classification problems. Reference must always be made to the complete text of "Guide Lines for Security Classification".

SECTION II - TOP SECRET CODEWORD (CATEGORY III)

The following types of information are to be classified TOP SECRET Codeword:

- a. Cryptanalytic intelligence and techniques derived from any statements of success attributable to a given Category III system.
- b. Traffic intelligence based in whole or in part on the analysis or use of identifications and other data derived from Category III COMINT. Such traffic intelligence might involve a highgrade encryption system or message headings encrypted in codes or ciphers of high security grading.
- c. Intelligence which can be identified as resulting from the study of plain text which is passed on international commercial circuits and is of such high intelligence value of sensitivity as to require assignment to this category.
- d. Special Weather Intelligence, which does not contain information concerning the processes or sources involved will be designated by a distinctive codeword.
- e. Intelligence which can be identified as resulting from the cryptanalysis of diplomatic cryptosystems used by foreign powers since 1 September 1939, except as covered in sub-paragraph c, Section IV - TOP SECRET; sub-paragraph 1, Section VI - CONFIDENTIAL; and, sub-paragraph 1, Section VII - UNCLASSIFIED.
- f. Traffic intelligence involving such combinations of cryptanalysis and traffic analysis whose value is so great that security of contents becomes the over-riding consideration.

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g. COMINT based on traffic obtained from sources classified TOP SECRET.

h. UKUSA Cryptanalytic short titles of Category III cryptosystems.

SECTION III - SECRET CODEWORD (CATEGORY II)

The following types of information are to be classified SECRET Codeword:

a. Cryptanalytic intelligence and techniques derived from and statements of success attributable to a given Category II cryptosystem.

b. Traffic intelligence derived from the analysis of foreign communications after 2 September 1945 except as covered in sub-paragraph b, Section II above.

c. Texta information.

d. Intelligence which can be identified as resulting from study of Government, commercial or private plain text passed on international commercial circuits, except as noted in sub-paragraph e, Section II - TOP SECRET Codeword.

e. Traffic intelligence derived from radio fingerprinting (RFP) and Morse operator analysis (MOA).

f. UKUSA Cryptanalytic short titles of Category II and I cryptosystems.

SECTION IV - TOP SECRET

The following types of information are to be classified TOP SECRET:

a. The detailed mission of a COMINT agency or a major operating component thereof.

b. The existence of peace time collaboration in COMINT matters between U.S. agencies and other foreign governments, except for collaboration with the U.K., Canada, or Australia, which will be classified not lower than SECRET.

c. Intelligence derived from the cryptanalysis of high-grade foreign cryptosystems between 1 September 1939 and 2 September 1945, provided the reference cannot lead to inferences as to the specific systems involved. Such intelligence derived after 2 September 1945 belongs in Category III. (See exceptions, sub-paragraph e, Section II - TOP SECRET CODEWORD and paragraph 1, Section VII - UNCLASSIFIED.)

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d. Codewords (current and obsolete) applicable to Category III COMINT.

SECTION V - 'SECRET

The following types of information are to be classified SECRET:

- a. Intercept assignments (N.B. This does not include call signs, frequencies or case notations which will be classified not lower than CONFIDENTIAL).
- b. Intercept and DF plans and over-all operational effectiveness of intercept and DF organizations as a whole.
- c. Details of traffic analysis as applied to enemy communications during World War II.
- d. Disclosures of both the identity and details of the cryptanalysis of low-grade enemy military cryptosystems during World War II.
- e. Existence of peace time collaboration between the U. S. (NSA) with the U.K. (GCHQ), CANADA (CBNRC) or AUSTRALIA (DSB) in the COMINT field.
- f. Codewords (current and obsolete) applicable to Category II COMINT.

SECTION VI - CONFIDENTIAL

The following types of information are to be classified CONFIDENTIAL:

- a. Association of operational COMINT functions with specific activities and organizations by name (except as provided under sub-paragraph a, Section VII - UNCLASSIFIED).
- b. General statements pertaining to the operational effectiveness of individual intercept and D/F stations.
- c. Intercepted raw traffic that shows no evidence of "processing" for COMINT purposes beyond sorting by clear address elements, elimination of unwanted messages and the inclusion of case number and/or an arbitrary traffic designator.
- d. Information about traffic intelligence relating to D/F mission assignments, bearing reports and fix reports (i.e., target frequencies, call signs, "piped signals," other signal information, bearings and fixes), provided that no complex changing call sign systems are included.

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e. The terms "United States Communications Intelligence Board" and "U. S. Communications Security Board", (abbreviations "USCIB" and "USCSB" and the abbreviations for their subcommittees are unclassified).

f. Plain text tactical or operational traffic provided that no interpretations of complex changing call sign systems, enciphered map references, or results of advanced traffic analysis are included. This material shall include local procedural and local grid and zone systems used for artillery direction, tactical control and movement of front line units, early warning and exercise of tactical combat control of aircraft.

g. Intelligence derived from analysis of radar tracking reports and visual observation reports as found in tactical or operational traffic; provided that enciphered aircraft type designations or interpretations of complex changing call sign systems are not included. Inclusion of local grid or zone references, local procedural codes used for brevity and plain text interspersed with cover words is permissible.

h. COMINT concerning weather derived from the sources described in paragraphs f and g, above.

i. COMINT derived from Naval tactical maneuvering codes and brevity codes.

j. Special cryptologic features of and magnitude of effort with computers.

k. Detailed references to, and description of, cryptanalytic success against specific military cryptosystems used by foreign powers between 11 November 1918 and 1 September 1939, and not used since.

l. Intelligence derived from the cryptanalysis of the diplomatic cryptosystems used by foreign powers between 11 November 1918 and 1 September 1939.

m. The extent of collaboration in CAN/UK/US COMSEC matters.

n. The extent of production of cryptomaterial for NATO use.



p. Diagrams and descriptions of COMINT and COMSEC communication networks or related communication plans including cryptographic arrangements except where higher classification is justified by the listing of sensitive intercept stations.

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- q. Consolidated listings and records of cryptomaterials and cryptoholdings by short title.
- r. The broad outlines of operational traffic analysis processes.
- s. Relationship with CIA and other U.S. consumers in the field of COMINT.

SECTION VII - UNCLASSIFIED

The following types of information are UNCLASSIFIED:

- a. Association of NSA with cryptology, COMINT, COMSEC, or the service cryptologic agencies -- provided such association in no way adversely affects the missions of the agencies concerned.
- b. Association of NSA with authors of technical papers on matters already in the public domain.
- c. The terms NSA Field Activity Far East (NSAFE), NSA Field Activity Europe (NSAEUR), NSAAL, NSAUK, NSA-Field Unit 1 (FU/PAC) and NSA Field Unit 2 (FU/LANT).
- d. Civil Service Job Titles and NSA "Qualification Standards Manual."
- e. NSA's possession of or interest in computers or rapid analytical machinery, except as noted in sub-paragraph j under Section VI - CONFIDENTIAL.
- f. Specific components of equipment under research, if use of component is not revealed.
- g. Report of inspection trip to uncleared company that is a prospective contractor, if no mention is made of actual applications of components.
- h. Short titles, cover names, and code words. (See the following exceptions: Sub-paragraph d, Section IV - TOP SECRET; Sub-paragraph f, Section V - SECRET and sub-paragraph q, Section VI - CONFIDENTIAL).
- i. Communications giving a person's security clearance.
- j. Projects number and titles used in justification for purchase of materials when no technical usage is specified.
- k. Detailed reference to, and description of, crypt-analytic success against World War I military cryptosystems.

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l. References to intelligence derived from cryptosystems in which successful cryptanalysis has already been revealed by official U.S. action (e.g., the Congressional investigation of the Pearl Harbor attack).

m. Any reference to intelligence, or cryptanalytic success against operational cryptosystems as disclosed by foreign publications appearing in the public domain. These references should be accompanied for the purpose of clarity by the source and be without further elaboration or amplification.

n. The fact that NSA produces and procures cryptomaterial including rotors, key lists, one-time tapes, one-time pads, codes, discs and other broad categories of keying materials, and employs special equipment to produce some of this material.

o. The fact that the U.S. collaborates with other NATO powers on COMSEC matters.

SECTION VIII - FOR OFFICIAL USE ONLY

The following types of information, when unclassified, are to be designated "For Official Use Only":

a. Textbooks, syllabi, language dictionaries, telephone directories, etc., which of themselves do not warrant classification, however the wide dissemination of which might be detrimental to the security of the Agency's mission.

b. Records and information which pertain to individuals such as personnel records, medical records, and investigative reports, documents, and proceedings.

c. Information as to the identity of confidential informants and information furnished by them in confidence.

d. Information received in confidence from private individuals, firms, or organizations in connection with bids, proposals, "trade secrets", and reports of a financial, technical, or scientific nature.

e. Information which is, or may reasonably be expected to be, connected with any pending or anticipated litigation before Federal and state courts or regulatory bodies.

f. Advance information on proposed plans to procure, lease or otherwise acquire or dispose of materials, real estate, facilities, or functions, which would provide undue or discriminatory advantage to private or personal interests.

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g. Preliminary documents relating to proposed plans and policy development when premature disclosure would adversely affect morale, efficiency or discipline.

h. Examination questions and answers to be used in training courses or in the determination of qualifications of candidates for employment, entrance to duty and advancement or promotion.

Incl:  
Table

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## SECURITY CLASSIFICATION REFERENCE TABLE

(Warning! In no instance may this table be used to solve classification problems. Reference must always be made to the complete text of "Guide Lines for Security Classification.")

TOP SECRET CODEWORD	SECRET CODEWORD	CONFIDENTIAL	UNCLASSIFIED
<p><u>TOP SECRET</u></p> <ol style="list-style-type: none"> <li>1. INTELLIGENCE TECHNIQUES AND SUCCESSSES ATTRIBUTABLE TO CATEGORY III SYSTEMS.</li> <li>2. TRAFFIC INTELLIGENCE BASED ON DATA RECEIVED FROM CATEGORY III COMINT.</li> <li>3. SENSITIVE ICE PLAINTEXT INCLUDING ALL RUSSIAN PLAINTEXT.</li> <li>4. SPECIAL WEATHER INTELLIGENCE (SPECIAL CODEWORD).</li> <li>5. CRYPTANALYSIS OF DIPLOMATIC SYSTEMS, USED SINCE 1 SEPTEMBER 1939, EXCEPT<sup>1</sup>.</li> <li>6. TRAFFIC INTELLIGENCE WHERE SECURITY OF CONTENT IS THE DOMINANT CONSIDERATION.</li> <li>7. COMINT BASED ON TOP SECRET SOURCES.</li> <li>8. UKUSA CRYPTANALYTIC SHORT TITLES OF CATEGORY III SYSTEMS.</li> </ol>	<p><u>SECRET</u></p> <ol style="list-style-type: none"> <li>1. INTELLIGENCE TECHNIQUES AND SUCCESSSES ATTRIBUTABLE TO CATEGORY II SYSTEMS.</li> <li>2. TRAFFIC INTELLIGENCE DERIVED FROM FOREIGN COMMUNICATIONS AFTER 2 SEPTEMBER 1945.</li> <li>3. TEXT INFORMATION.</li> <li>4. ICE PLAINTEXT, EXCEPT<sup>1</sup>.</li> <li>5. TRAFFIC INTELLIGENCE DERIVED FROM RFP AND MOA.</li> <li>6. UKUSA CRYPTANALYTIC SHORT TITLES OF CATEGORY II AND I SYSTEMS.</li> </ol>	<p><u>CONFIDENTIAL</u></p> <ol style="list-style-type: none"> <li>1. COMINT FUNCTIONS ASSOCIATED WITH SPECIFIC ACTIVITIES AND ORGANIZATIONS BY NAME, EXCEPT<sup>1</sup>.</li> <li>2. GENERAL STATEMENTS OF OPERATIONAL EFFECTIVENESS OF INDIVIDUAL INTERCEPT AND D/F STATIONS.</li> <li>3. UNPROCESSED RAW TRAFFIC EXCEPT CASE NOTATIONS, FREQUENCIES, OR CALL SIGNS.</li> <li>4. D/F MISSION ASSIGNMENTS.</li> <li>5. USCSB AND USCSB WHEN WRITTEN OUT.</li> <li>6. PLAINTEXT EXCEPT AS ASSIGNED TO CATEGORY II AND III.</li> <li>7. UNENCRYPTED RADAR TRACKING AND VISUAL OPERATIONAL REPORTS.</li> <li>8. WEATHER COMINT FROM 6 AND 7 ABOVE.</li> <li>9. COMINT FROM NAVAL MANEUVERING AND BREVITY CODES.</li> <li>10. FEATURES AND EXTENT OF USE OF COMPUTERS.</li> <li>11. CRYPTANALYSIS OF MILITARY SYSTEMS, 11 NOVEMBER 1918 - 1 SEPTEMBER 1939 AND NOT USED SINCE.</li> <li>12. CRYPTANALYSIS OF DIPLOMATIC SYSTEMS, 11 NOVEMBER 1918 - 1 SEPTEMBER 1939.</li> <li>13. CAN/UK/US COMSEC COLLABORATION.</li> <li>14. EXTENT OF PRODUCTION OF CRYPTO MATERIAL FOR NATO.</li> <li>15. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></li> <li>16. COMINT AND COMSEC COMMUNICATIONS NETWORKS OR PLANS EXCEPT FOR SENSITIVE INTERCEPT STATIONS.</li> <li>17. CONSOLIDATED LISTINGS OF CRYPTO MATERIALS AND CRYPTO HOLDINGS BY SHORT TITLE.</li> <li>18. BROAD OUTLINES OF OPERATIONAL TRAFFIC ANALYSIS PROCESSES.</li> <li>19. COMINT RELATIONSHIP OF NSA WITH CIA AND OTHER US CONSUMERS IN THE FIELD.</li> </ol>	<p><u>UNCLASSIFIED</u></p> <ol style="list-style-type: none"> <li>1. NON-SPECIFIC ASSOCIATION OF NSA WITH CRYPTOLOGY, COMINT, COMSEC OR SERVICE CRYPTOLOGIC AGENCIES.</li> <li>2. ASSOCIATION OF NSA WITH AUTHORS OF TECHNICAL PAPERS ALREADY IN THE PUBLIC DOMAIN.</li> <li>3. NAMES OF NSA FIELD UNITS.</li> <li>4. CIVIL SERVICE JOB TITLES AND NSA "QUALIFICATION STANDARDS MANUAL."</li> <li>5. NSA POSSESSION OF OR INTEREST IN COMPUTERS, EXCEPT<sup>1</sup>.</li> <li>6. NON-DESCRIPTIVE REFERENCES TO EQUIPMENT UNDER RESEARCH.</li> <li>7. REPORTS OF INSPECTION TRIPS TO UNCLEARED PROSPECTIVE CONTRACTOR COMPANIES.</li> <li>8. SHORT TITLES, COVER NAMES, AND CODEWORDS, EXCEPT<sup>1</sup>.</li> <li>9. COMMUNICATIONS GIVING A PERSONS SECURITY CLEARANCE.</li> <li>10. NON-DESCRIPTIVE USE OF PROJECT TITLES AND NUMBER.</li> <li>11. CRYPTANALYTIC SUCCESS AGAINST WORLD WAR I MILITARY CRYPTOSYSTEMS.</li> <li>12. CRYPT SUCCESSES IN THE PUBLIC DOMAIN</li> <li>13.</li> <li>14. NSA PRODUCTION AND PROCUREMENT OF CRYPTO MATERIAL.</li> <li>15. US COMSEC COLLABORATION WITH NATO.</li> </ol>
<p>EO 3.3(h)(2) PL 86-36/50 USC 3605</p>			

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