

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
Fort Sill, Oklahoma 73503-5100

USAFACFS Supplement 1 to AR 380-5

18 March 1992

Security  
DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM REGULATION

Further Supplementation by subordinate Commanders is prohibited, unless specifically approved by Headquarters, USAFACFS.

AR 380-5, 25 Feb 88, is supplemented as follows:

Paragraph 1-201, Applicability. Add the following after the last sentence:

This supplement applies to all military and civilian personnel assigned to Fort Sill, Oklahoma, Fort Chaffee, Arkansas, or other units over whom Fort Sill exercises staff cognizance.

Paragraph 1-206, Automatic Information Systems (AIS). Add the following after the last sentence:

Units and activities desiring to use automatic information systems (AIS) or word processing equipment (WPE) will comply with AR 380-19 Information Systems Security.

Paragraph 1-600, Original classification authority. Add the following after the last sentence of subparagraph b.2:

Assistant Commandant, United States Army Field Artillery School, has been delegated original SECRET and CONFIDENTIAL classification authority by Commander, TRADOC. There are no other authorized original classification authorities on Fort Sill.

Paragraph 1-600, Original classification authority. Add the following after the last sentence of subparagraph c.2.(c):

(d) Any requests for original classification authority within USAFACFS will be forwarded to this headquarters, ATIN: ATZR-TC.

Paragraph 1-601, Derivative classification responsibility. Add subparagraph d. after subparagraph c.:

d. Information taken from a single document classified by multiple sources will identify the source document, to include its date as the classification authority in the "Classified By" line.

Paragraph 2-102, Classification Planning. Add the following after the last sentence of subparagraph b:

Problems with general security policy will be referred to the Directorate of Plans, Training, and Mobilization (DPIM), ATIN: ATZR-TC.

Paragraph 2-103, Challenges to classification. Add the following after the first sentence:

Within USAFACFS, the proponent of the information will be contacted by the holder of the information in order to resolve differences. Challenges that involve upgrading a document; e.g., CONFIDENTIAL to SECRET, may be conducted via unsecured means. Challenges involving unclassified information considered to be classified will be conducted via secure voice for CPSEC purposes. When differences cannot be resolved through an informal method, DPIM, USAFACFS, shall be requested to make a formal challenge.

Paragraph 2-501, Procedures. Add the following after the last sentence:

Classification conflicts to be resolved in this manner will be forwarded to Security Division, Directorate of Plan, Training and Mobilization, ATIN: ATZR-TC.

Paragraph 2-901, Contract security classification specification. Add the following subparagraphs e. and f. after subparagraph d.:

e. Coordination of security requirements will be made with Security Division, DPIM, ATIN: ATZR-TC, by the requiring activity prior to submission to Directorate of Contracting or USAFAS contracting officers in DOL or DCD (AR 5-5). Security Division, DPIM shall review contracts requiring DD Forms 254. Further, all contracts for AIS support or services shall be reviewed by Security Division, DPIM regardless of whether or not a DD Form 254 is required.

f. When contract officers or contract officers representatives for contracts being executed on Fort Sill become aware of the departure, unauthorized absence, or credible derogatory information concerning contractor employees, the contract officer or the contract officer representative will telephonically report the information to Security Division, DPIM, ATIN: Counterintelligence officer. Credible derogatory information is as defined in the Industrial Security Manual, paragraph 6, subparagraph (19)b(1). When there is doubt, it should be reported to Security Division, DPIM for determination.

\* This supplement supersedes USAFACFS Supplement 1 to AR 380-5, 8 May 1990

Paragraph 3-202, Systematic review procedures. Add the following after the last sentence of subparagraph c

Proposal for retention of classification will be forwarded to Headquarters, USAFACFS, ATTN: ATZR-TC.

Paragraph 3-303, Submission of requests for mandatory declassification review. Add the following after the last sentence of subparagraph b.1:

Requests for declassification review will be forwarded to Headquarters, USAFACFS, ATTN: ATZR-TC.

Paragraph 4-205, File, folder, or group of documents. Add the following after the last sentence:

The physical marking of file folders is not mandatory. When a file folder containing classified information is removed from its storage container and the file folder does not have a classification marking, a cover sheet (SF 703, 704, or 705) will be placed thereon. Cover sheets will be removed from individual file, folder, or document before returning to file.

Paragraph 4-302, Photographs, films and recordings. Add the following after the last sentence of subparagraph b.:

Slides will be kept in containers (trays, carousels, envelopes, boxes, etc.) bearing conspicuous classification marking of the highest level classification contained therein.

Paragraph 4-304, Removable AIS and word processing storage media. Add the following at the end of the paragraph:

AR 380-19 contains additional marking requirements and further guidance. Classified information contained on fixed or removable magnetic storage media must be removed and stored in an authorized classified container or used in a facility that operates on a continuous basis and has been approved for open storage.

Paragraph 4-400, Declassification and regrading marking procedures. Add subparagraph a:

a. Marking of Declassified Material. When a classified document is declassified, the old classification will be canceled by lining through, and the "unclassified" notation will be substituted. The individual performing the above actions will initial the changes. Documents classified by CDR, TRADOC, will be marked: "This document is subject to HQ, TRADOC OPSEC review prior to release to other than U.S. Government agencies".

Paragraph 5-100, General Policy. Add the following after the last sentence:

No Items other than the SF 702 will be kept on top of security containers.

Paragraph 5-102, Storage of classified information. Add the following at the end of the last sentence of C.1.

security container will be secured by a chain.

Paragraph 5-103, Procurement and phase-in of new storage equipment. Add the following after the last sentence of subparagraph b:

Requests for exception will be forwarded to HQ, USAFACFS, ATTN: ATZR-TC.

Paragraph 5-104, Designations and combinations. Add the following after the last sentence of subparagraph a:

Document custodians (see paragraph 5-200a, this supplement) using more than one security container to store classified information will maintain a master list showing number, using agency, building, and room number of all containers under his jurisdiction. One container will be designated the master container. It will be used to store sealed envelopes containing the combinations (Part II SF 700) to the remaining containers. Part 2 & 2a will be marked with the classification equal to the highest category of classified information stored in the containers. Use paper tape to seal Part 2.

Paragraph 5-104, Designation and combinations. Add the following after the first sentence of subparagraph b.1.:

Combinations to security containers may be changed by unit personnel performing security functions or other unit personnel, identified by the Commander or Activity Head as having that responsibility, who have the appropriate security clearance. Combination will be checked with the container drawer open. Vault door combinations will be changed by Directorate of Public Works (DPW) personnel.

Paragraph 5-104, Designations and combinations. Add the following after the last sentence of subparagraph b.3.(e):

(f) The combination to the master container (part 2, SF 700) will be hand-carried to the next higher headquarters or authorized storing activity on the installation. Units or activities who desire a receipt will prepare it on a DA Form 3964 (Document Accountability Form) and submit with combination to the storing headquarters or activity. Top Secret combinations will be controlled in accordance with AR 380-5, Para 7-300.

Paragraph 5-104, Designations and combinations. Add the following after the last sentence of subparagraph b.3.(f):

Commander, III Corps Artillery, will specify procedures for handling of two-man control combinations for III Corps Artillery.

Paragraph 5-104, Designations and combinations. Add the following after the last sentence of subparagraph b.4.:

Such access will be limited to a minimum number of personnel who have a valid need to know the combination.

Paragraph 5-105, Repair of damaged security containers or vault doors. Add the following after the sentence of the introductory paragraph:

Request for service on security containers that cannot be opened for whatever reason will be processed through the organization's security manager, through normal supply channels, to DOL. Only authorized civilian contractor personnel will drill or repair security containers. The unit will ensure that a properly cleared individual is present when the container is opened. This requirement applies even if the container is believed not to contain classified information. Security Division, DPIM will be notified (35L-2397 or 35L-2354) when a lockout has occurred and repair or drilling is required. A representative from Security Division, DPIM will physically verify that the security container has been restored to its original state of security integrity. It is not required to notify Security Division, DPIM when the lockout involves field safes used in orderly rooms for unclassified storage. When the lockout involves a security container used for storage of classified material, an informal inquiry will be conducted to determine the cause of the lockout and make a determination if there was unauthorized tampering.

Paragraph 5-105, Repair of damaged security containers or vault doors. Add subparagraph e. after subparagraph d.:

e. When any of the symptoms listed in appendix I are noted, security managers will take action to notify DOL work order desk (35L-4014) in order to initiate proper maintenance and repair. Authorized, properly cleared civilian contractor personnel are available to provide proper maintenance and services and will be used by all activities for security containers, field safes, and two and four drawer filling cabinets. Drilling or neutralization of security containers by other than these contractor personnel is prohibited. A properly cleared individual must be present when the container or vault is opened to safeguard any classified material contained therein. This requirement applies even if the container or vault is believed not to contain classified information. Inspection and recertification of the container for classified storage will be accomplished by personnel from Security Division, DPIM USAFACFS, prior to reuse (35L-2397 or 35L-2354).

Add Paragraph 5-107, Vault or open storage after last sentence of Paragraph 5-106 Turn-in of transfer of security equipment.

c. Plans for the construction or modification of vaults or secure rooms for the purpose of open storage of classified material will be referred to the Security Division, DPIM for coordination. Commanders or activity heads will request, in writing, necessary inspection and approval of the facility prior to use. Technical specifications for vaults are contained in AR 380-5, appendix H. Commander, USAFACFS, retains the authority for open storage approval. Request for same will be forwarded to HQ, USAFACFS, ATTN: ATZR-IC.

Paragraph 5-200, Responsibilities of custodians. Add the following after the last sentence of subparagraph a:

Commanders, directors, and heads of activities will appoint, in writing, a document custodian and at least one alternate document custodian in all units or activities where classified documents or material are retained or stored. Custodians and alternates will be properly cleared commissioned officers, warrant officers, noncommissioned officers (SGT or above), or DA civilians (GS4 or above).

Paragraph 5-200, Responsibilities of custodian. Add the following after the last sentence of subparagraph b:

Classified documents will not be taken to individual quarters. This prohibition will be in the written security policy required by Para 13-304 of this supplement.

Paragraph 5-201, Care during working hours. Add subparagraph d after subparagraph c:

d. Security containers should be located in areas where inadvertent or easy access will be denied to unauthorized personnel. Such areas, however, will not normally be treated as a restricted area as defined in AR 190-13. Commanders may submit requests for designation of restricted areas, in accordance with AR 190-13.

Paragraph 5-203, Emergency planning. Add the following after the last sentence of subparagraph a:

Emergency plans for evacuation or destruction of classified material will be posted in a conspicuous location near security containers in all USAFACFS units or agencies where classified information is retained or stored.

Paragraph 5-204, Telecommunications conversations. Add the following after the last sentence:

a. A DD Form 2056 (Telephone Monitoring Notification Decal) will be affixed to each DOD owned or leased telephone within the installation.

b. Lines not in use should be kept on hold (all buttons up) in offices where classified material is discussed.

c. All personnel should answer telephones with the warning, "this line is not secure" or "unsecured line."

Paragraph 5-205, Security of meetings and conferences. Add the following after the introductory paragraph:

The Security Division, DPIM will be informed of conferences or large meetings wherein classified material will be discussed, and will provide staff assistance as appropriate. Questions concerning necessary safeguards for classified discussion areas may be addressed to Security Division, DPIM, ATIN: ATZR-TC.

Paragraph 5-205, Security of meetings and conferences. Add the following after the last sentence of subparagraph a3:

Military clubs or other public facilities are not authorized areas for classified presentations.

Paragraph 5-205, Security of meetings and conferences. Add the following after the last sentence of subparagraph c3:

Request will be sent through Commander, USAFACFS, ATIN: ATZR-TC, to arrive not later than 130 days before the meeting date. Information identifying the date, time and location of a classified meeting or conference to be held at an unclassified facility will be classified as high as the information to be discussed.

Paragraph 5-205, Security of meetings and conferences. Add the following after the last sentence of subparagraph e.1.:

From whom prior disclosure authority was received.

Paragraph 5-205, Security of meetings and conferences, subparagraph f3. Add the following after the words: request for sponsorship.

The DPIM, Security Division, USAFACFS, is the U.S. Contact Officer for foreign nationals visiting Fort Sill. Prior to inviting a foreign national to attend a meeting or conference, the sponsoring activity will coordinate with this headquarters, ATIN: ATZR-TC. Commanders and heads of USAFACFS activities will ensure compliance with all applicable provisions of subparagraphs f and g of this paragraph, and of the National Disclosure Policy AR 380-10 and TRADOC Regulation 380-1.

Paragraph 6-102, Responsibility of discoverer. Add the following after the last sentence in subparagraph b:

The security manager will telephonically notify Security Division, DPIM as soon as possible in the event of a possible or actual compromise of classified information (351-2397 or 2354).

Paragraph 6-103, Preliminary inquiry. Add the following after the last sentence of the introductory paragraph:

Upon notification of an actual or possible compromise of classified material:

- (1) The concerned agency or unit will notify the next higher headquarters of the circumstances surrounding the incident.
- (2) The security manager will advise the commander of the appropriate actions to be taken, and will notify Security Division, DPIM by the fastest means available consistent with sound security and report the circumstances surrounding the incident. At this time DPIM, Security Division will issue the Preliminary Inquiry Number.
- (3) The headquarters next above the unit reporting the possible compromise will appoint, in writing, a disinterested commissioned officer, warrant officer, noncommissioned officer (SFC or above) or a DA Civilian (GS7 or above) to conduct a preliminary inquiry (PI) in accordance with the guidance in this supplement (see fig 6-1, this supplement, for memorandum letter format). For USAFAS departments and directorates, higher headquarters is considered to be the Assistant Commandant. For divisions within center staff directorates, higher headquarters is considered to be the directorate. The individual appointed from center staff to conduct PIs (i.e., "Inquiry Officer"), will report to Security Division, DPIM Counterintelligence Branch for instructions prior to starting inquiry action.
- (4) The Inquiry Officer will prepare a Report of Preliminary Inquiry and forward it to the appointing authority within 10 working days from the date of appointment (see fig 6-2, this supplement, for sample report of preliminary inquiry).
- (5) The Appointing Authority will review then endorse the preliminary inquiry to Security Division, DPIM within 3 working days of receipt. The endorsement will indicate whether a compromise or an administrative security violation has occurred. If an administrative security violation is determined to have occurred involving information classified CONFIDENTIAL, final action taken should be indicated. If an administrative security violation is determined to have occurred involving information classified SECRET or higher, recommended action should be indicated. Commander, USAFACFS, retains authority to impose administrative or non-judicial punishment in those instances involving the compromise or possible compromise of SECRET information.
- (6) The Director, DPIM, and the Chief of Security Division, DPIM, USAFACFS, will review the preliminary inquiry and the Director, DPIM, will recommend final disposition or further investigation to Commander, USAFACFS.
- (7) If further investigation is required or if HQ, USAFACFS, must conduct the preliminary inquiry, Central Tasking Office, DPIM, USAFACFS, will task a commissioned officer to conduct an investigation under the provisions of paragraph 6-104.

Paragraph 6-103, Preliminary inquiry. Add the following after the last sentence of subparagraph c.1.

When compromise of classified information is determined to have occurred, it will be reported to Security Division, DPIM immediately (351-2354 or 2397).

Paragraph 6-110, Unauthorized absentees. Add the following after the last sentence:

Commanders or Activity Heads, C2s, S2s and Security Managers are responsible for monitoring military members declared AWOL or unexplained failure to report for work by DA civilians who have had access within 180 days to national defense information classified SECRET and higher or COMSEC information. Commanders or Activity Heads must make a determination as to the degree of sensitivity of the classified information involved and must report the absence immediately through S2s or Security Managers channels to Security Division, DPIM (1-2354 or 2397) in the following format:

- (1) Name, rank, SSN.
- (2) Date and place of birth.
- (3) Organization and station.
- (4) Date of absence.
- (5) Last known location.
- (6) Home of record.
- (7) Next of kin with address.
- (8) Level of clearance.
- (9) Type of access, current and past.
- (10) Reason for, and circumstances of AWOL and indications of defection or intent to defect.
- (11) Other pertinent information.

Paragraph 6-111, Suicide and attempted suicide. Add the following after the last sentence:

Commanders and activity heads will ensure individual personnel records and access rosters are immediately screened to determine if the individual has been granted a clearance and authorized access to classified military information. The results of this check and known reasons for suicide or attempted suicide will be telephonically reported to Security Div, DPIM (1-2354 or 2397) as soon as possible.

Paragraph 7-100, Policy. Add the following after the end of the paragraph b.:

Request for waiver for two-person integrity rule, along with full justification and rationale, will be forwarded to Security Division, DPIM, ATTN: AIZR-TC.

Paragraph 7-102, Access by foreign nationals, foreign governments, and international organizations. Add the following after the last sentence of subparagraph a:

Documents proposed for release to Foreign Nationals will be forwarded through HQ, USAFACFS, ATTN: AIZR-TC, to HQ, TRADOC, ATTN: AIBO-IC, along with written justification to support the proposal.

Paragraph 7-103, Other situations. Add the following after the last sentence:

Requests and justifications will be forwarded to HQ, USAFACFS, ATTN: AIZR-TC.

Paragraph 7-200, Policy. Add the following after the last sentence:

Units and activities will maintain current access rosters reflecting full name, rank, Social Security Number, clearance, and degree of access for all personnel listed. Access rosters will be updated immediately whenever an individual on the access roster no longer requires access to classified information, or every 90 days, whichever comes first. Access to classified military information will be provided based on a definite need-to-know and the appropriate clearance. Therefore personnel with access will be kept to the minimum number necessary consistent with mission requirements. Units are expected to format their access rosters as shown in the example at figure 7-1.

a. Access rosters provided for entry into activities such as the USAFACFS Emergency Operations Center will contain the names of only those persons reasonably requiring entry. Unit or activity rosters normally will not suffice for this purpose.

When compromise of classified information is determined to have occurred, it will be reported to Security Division, DPIM immediately (351-2354 or 2397).

Paragraph 6-110, Unauthorized absentees. Add the following after the last sentence:

Commanders or Activity Heads, G2s, S2s and Security Managers are responsible for monitoring military members declared AWOL or unexplained failure to report for work by DA civilians who have had access within 180 days to national defense information classified SECRET and higher or COMSEC information. Commanders or Activity Heads must make a determination as to the degree of sensitivity of the classified information involved and must report the absence immediately through S2s or Security Managers channels to Security Division, DPIM (1-2354 or 2397) in the following format:

- (1) Name, rank, SSN.
- (2) Date and place of birth.
- (3) Organization and station.
- (4) Date of absence.
- (5) Last known location
- (6) Home of record.
- (7) Next of kin with address.
- (8) Level of clearance.
- (9) Type of access, current and past.
- (10) Reason for, and circumstances of AWOL and indications of defection or intent to defect.
- (11) Other pertinent information.

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Request for waiver for two-person integrity rule, along with full justification and rationale, will be forwarded to Security Division, DPIM, ATIN: ATZR-TC.

Paragraph 7-102, Access by foreign nationals, foreign governments, and international organizations. Add the following after the last sentence of subparagraph a:

Documents proposed for release to Foreign Nationals will be forwarded through HQ, USAFACFS, ATIN: ATZR-TC, to HQ, TRADOC, ATIN: ATBO-JC, along with written justification to support the proposal.

Paragraph 7-103, Other situations. Add the following after the last sentence:

Requests and justifications will be forwarded to HQ, USAFACFS, ATIN: ATZR-TC.

Paragraph 7-200, Policy. Add the following after the last sentence:

Units and activities will maintain current access rosters reflecting full name, rank, Social Security Number, clearance, and degree of access for all personnel listed. Access rosters will be updated immediately whenever an individual on the access roster no longer requires access to classified information, or every 90 days, whichever comes first. Access to classified military information will be provided based on a definite need-to-know and the appropriate clearance. Therefore personnel with access will be kept to the minimum number necessary consistent with mission requirements. Units are expected to format their access rosters as shown in the example at figure 7-1.

a. Access rosters provided for entry into activities such as the USAFACFS Emergency Operations Center will contain the names of only those persons reasonably requiring entry. Unit or activity rosters normally will not suffice for this purpose.

b. Changes to access rosters, especially those resulting from revocation, suspensions, or reassignment will be published and distributed to all holders of the access rosters.

Published changes to access rosters will be posted immediately by access roster holders.

d. Access roster holders will not use access rosters that exceed 90 days from the date of publication. Out dated rosters will be removed and destroyed. Contact the unit to acquire the date of a roster when it is updated.

Paragraph 7-300, TOP SECRET information. Add the following after the second sentence of subparagraph a:

Only Headquarters, USAFACFS, SSO, S2, 30TH Regiment, and USAFAS, are authorized to store TOP SECRET material or information. DPIM will maintain only designated TOP SECRET material. NATO, COSMIC, and ATOMAL material will be maintained in the designated control points HQ, USAFACFS, DOIM, classified vault. The DOIM, DPIM, and Chief of Staff, USAFAS will designate one TOP SECRET control officer and one alternate to perform the duties outlined in AR 380-5 as supplemented by this headquarters. These designated activities will provide 24 hour on-call service for TOP SECRET information maintained.

Paragraph 7-300, TOP SECRET information. Add the following after the last sentence of subparagraph a.2.:

The TOP SECRET Control Officer will account for and control TOP SECRET material utilizing DA Form 3964 in accordance with appendix Z to this supplement. DA Forms 3964 will be retained in unit files for five years following transfer, downgrading, or destruction.

Paragraph 7-300, TOP SECRET information. Add subparagraphs 3 thru 5 after subparagraph c.2.:

3. Upon change of TOP SECRET Control Officer or Alternate, the following statement will be completed on a separate sheet of paper and maintained in accordance with MARKS: I, (name of the new TSCO or alternate) have on (date) completed a joint inventory with (name of previous TSCO or alternate) of all TOP SECRET material held by (name of office, unit, or headquarters), and hereby assume responsibility for the same.

\_\_\_\_\_  
(Name of New TSCO, or Alternate) (Rank or Position)

\_\_\_\_\_  
(Name of Old TSCO, or Alternate) (Rank or Position)

4. Upon completion of the 100 % inventory by the TOP SECRET Control Officer, the following statement will be completed on a separate sheet of paper and maintained in accordance with MARKS: A joint physical inventory was completed by the undersigned on (date) of all TOP SECRET material maintained by (unit or activity) and all material has been accounted for.

\_\_\_\_\_  
(Name of TSCO) (Rank or Position)

\_\_\_\_\_  
(Name of Disinterested Witness) (Rank or Position)

The results of the annual inventory will be forwarded to this headquarters, ATTN: ATZR-TC, not later than 30 April of each year.

5. TSCO requirements apply only to units or activities authorized to store TS

Paragraph 7-301, SECRET information. Add the following after the last sentence:

Change out record procedures as outlined in AR 25-400-2, Paragraph 2-5 may be used for classified as well as unclassified files. The proper use of DA Form 543 (Request for Records), Optional Form 24 (Shelf File Change out Records) will provide adequate internal control of SECRET and CONFIDENTIAL information.

Paragraph 7-303, Receipt of classified material. Add the following after the first paragraph:

a. Incoming official First Class and accountable mail must be protected as classified until a determination is made whether classified information is contained therein. Personnel who work in mail rooms or other screening points where incoming official First Class mail, accountable mail, bulk shipments or other potentially classified items are processed, should possess a SECRET security clearance. It would be possible, however, to have some uncleared support personnel assigned to these areas provided: They are under constant control and supervision of appropriately cleared personnel; They do not open mail or have visual access to classified information; Written standard operating instructions are in place to protect classified information from unauthorized disclosure or physical removal from the areas; and These are inspected during command security procedures.

(1) Protect all incoming official First Class and accountable mail as classified from the time it leaves U.S. Postal Office control and comes under the control of U.S. Army civilian or military personnel. This protection continues until it is opened and the contents are verified as being unclassified.

(2) Secure a SECRET security clearance and access for all U.S. Army military or civilian personnel who have unescorted access to unopened official First Class mail, accountable mail, bulk shipments or other potentially classified shipments. This requirement includes all personnel who have access to these items from the time they are received from the U.S. Postal Service until they are opened, regardless of how many distribution points these items pass through.

Paragraph 7-304, Working papers. Add the following after the last sentence of subparagraph a.1.:

Date marking will be permanent.

Paragraph 7-305, Restraint on reproduction. Add the following after the first sentence of subparagraph a.:

Reproduction of dissemination restrictions stated by classified document originators will be honored by all USAFACFS reproduction authorities.

Paragraph 7-305, Restraint on reproduction. Add subparagraphs (1) through (5) after subparagraph b:

(1) Reproduction of TOP SECRET information. Commander, USAFACFS, retains the authority for reproduction of TOP SECRET information. Requests for the reproduction of TOP SECRET documents or other material will be forwarded to this headquarters, ATIN: ATZR-TC, with written justification.

(2) Reproduction of SECRET material.

(a) The Assistant Commandant, USAFAS, may delegate approval authority, in writing, to his deputies, department directors, principal staff and deputy department directors.

(b) Commander, III Corps Artillery, may delegate approval authority, in writing to the G-2 and major subordinate commanders, who will establish written procedures to maintain reproduction within their command at a level consistent with substantiated needs.

(3) Reproduction of CONFIDENTIAL information. Commanders and heads of activities will establish written procedures to maintain reproduction at a level consistent with substantiated need.

(4) Reproduction request. One of the following forms will be used to request reproduction or fabrication of SECRET classified material. Authorized signatures of officials designated in (1) and (2) above will appear in the appropriate section of each form. Heads of activities with authorized reproduction and fabrication capability will implement procedures to verify that only authorized reproduction authorities approve these requests.

(a) DD Form 843 (Requisition for Printing and Binding Service).

(b) DD Form 844 (Requisition for Local Duplicating Service).

(c) DA Form 3964 (Classified Document Accountability Record), Section D.

(d) DA Form 3903 (Training-Audiovisual Work Order).

(5) Training aids and printing facilities. Heads of these activities will establish written security procedures consistent with AR 380-5 and this supplement to preclude inadvertent disclosure of classified material which has been improperly marked, handled, or safeguarded. Compromise or possible compromise will be reported in accordance with AR 380-5, paragraph 6-102, as supplemented.

Paragraph 7-305, Restraint on reproduction. Add subparagraphs (1), (2), and (3) after the last sentence of subparagraph c:

(1) Requests for designation of reproduction machines authorized to reproduce SECRET or CONFIDENTIAL information will be submitted to Security Division, DPIM. Written justification will address the extent of classified information and frequency reproduction is required. The machine to be authorized will be identified by manufacturer, model number, and serial number. Procedures to be implemented for the safeguarding of classified information during reproduction will be cited. Letter authority to reproduce classified information will be posted in the immediate vicinity of the approved reproduction machine. Replacement or additional machines will not be used for classified reproduction without prior approval for such use.

(2) Machines used to produce classified training aids, to print classified material, or to process classified material in any way will similarly be approved for such use by this headquarters. DPIM, Security Division will be informed when new or replacement machines are procured.

(3) AIS or WFE will not be used for the processing of classified military information without Accreditation from appropriate headquarters, in accordance with AR 380-19.

Paragraph 7-305, Restraint on reproduction. Add subparagraph (1) and (2) after the last sentence of subparagraph d.:

(1) The following Fort Sill poster indicating level of authorized reproduction will be issued by this headquarters with the letter of approval, and will be displayed on or in the immediate vicinity of authorized copier or reproduction machines:

USAFACFS Suppl 1 to AR 380-5, 18 Mar 92

CAUTION: THIS MACHINE WILL BE USED TO REPRODUCE ONLY TOP SECRET INFORMATION OR BELOW (USAFACFS Suppl 1 to AR 380-5, Para 7-305) FS Poster 380-5-1.

CAUTION: THIS MACHINE WILL BE USED TO REPRODUCE ONLY SECRET INFORMATION OR BELOW (USAFACFS Suppl 1 to AR 380-5, Para 7-209) FS Poster 380-5-2.

CAUTION: THIS MACHINE WILL BE USED TO REPRODUCE ONLY CONFIDENTIAL INFORMATION OR BELOW (USAFACFS Suppl 1 to AR 380-5, Para 7-305) FS Poster 380-5-3.

(2) Fort Sill Poster 380-5-4 will be posted on or near all machines which are not authorized for the reproduction of classified material.

WARNING: ABSOLUTELY NO CLASSIFIED MATERIAL WILL BE REPRODUCED ON THIS MACHINE (USAFACFS Suppl 1 to AR 380-5, Para 7-305) FS Poster 380-5-4.

Paragraph 7-305, Restraint on reproduction. Add the following after the last sentence of subparagraph g:

Administrative procedures as outlined in appendix A to this supplement will be used for handling TOP SECRET information.

Paragraph 8-200, Envelopes or Containers. Add the following after subparagraph f:

1. When classified information is hand carried from one installation to another installation, it will be double wrapped, marked, and addressed as required by paragraph 8-200, 8-201 and 8-202 of AR 380-5.

2. When classified information is handcarried between buildings or units located on Fort Sill, it must be double wrapped; or it can be single wrapped, with the envelope marked as required (AR 380-5, Para 8-201c), and carried in a briefcase or similar container.

Paragraph 8-202, Receipt systems. Add the following after the last sentence of subparagraph a:

TOP SECRET material will only be transmitted between authorized TOP SECRET repositories utilizing receipting procedures prescribed in appendix A to this supplement.

Paragraph 8-202, Receipt systems. Add subparagraphs (1) and (2) after subparagraph b:

(1) Fort Sill, including USAFACFS activities and tenants, is considered a single activity for SECRET information receipting purposes. Transmission of SECRET information between Fort Sill activities through DOJM classified vault will not be transmitted via the USAFACFS message center courier system. The DA Form 3964 is required for transmittal of CLASSIFIED material between contractor activities and government personnel. DA Form 3964, used as a receipt, will be filed and retained IAW AR 380-5.

(2) When SECRET INFORMATION IS TRANSMITTED OUTSIDE USAFACFS, the sending activity will prepare DA Form 3964 in triplicate. A receipt copy (copy 1) and a courtesy copy (copy 2) will be sent with the SECRET information. The third copy will be retained as suspense copy until copy 1 is returned. United States Post Office registered mail stamp and number will be annotated on the suspense copy at the time of mailing by DOJM Message Center personnel.

Paragraph 8-300, General Restriction. Add the following after the last sentence of subparagraph f:

See figure 8-1 of this supplement for a sample statement.

Paragraph 8-302, Procedures for handcarrying classified information aboard commercial passenger aircraft. Add the following after the last sentence of subparagraph b.1.:

The envelopes will be sealed in accordance with AR 380-5, Paragraph 8.

Paragraph 8-302, Procedures for handcarrying classified information aboard commercial passenger aircraft. Add the following after the last sentence of subparagraph d.1.(c):

See figure 8-2 of this supplement for a sample of the memorandum for handcarrying classified documents aboard commercial aircraft.

Paragraph 8-303, Authority to approve escort or handcarry of classified information aboard commercial passenger aircraft. Add the following after subparagraph a3:

Assistant Commandant, USAFAS; Commander, TEXCOM FSID; and Commander, III Corps Artillery, will issue letters appointing couriers for handcarrying classified information on commercial aircraft flights for their organizations. Within the headquarters and other USAFACFS activities, requests for such appointment will be forwarded to Security Division, DPIM, NLT 48 hours prior to scheduled departure.

Paragraph 8-303, Authority to approve escort or handcarry of classified information aboard commercial passenger aircraft. Add the following after the last sentence of subparagraph b:

TRADOC DCSINT is the approving authority for Handcarrying classified material OCONUS. Requests will be sent to DCSINT, TRADOC through Security Division, DPIM, USAFACFS.

Paragraph 9-100, Policy. Add the following after the last sentence:

Each commander or activity head will establish in their SOPs written procedures to govern the destruction of the material. These procedures will include items listed:

- a. Temporary storage location of classified material to be destroyed.
- b. Designation of properly cleared officials to perform destruction (normally document custodian).
- c. Destruction of formerly classified material.

Paragraph 9-103, Records of destruction. Add the following after the last sentence of subparagraph a:

For the destruction of TOP SECRET material, a minimum of two properly cleared disinterested witnesses will be designated in writing. Such written appointments will be filed with completed destruction certificates, and will be retained until all destruction certificates bearing the appointee's signature have been destroyed. Witnessing personnel must possess a TOP SECRET security clearance and be granted corresponding access. Witnessing officials will be appointed for destruction of SECRET material only in those cases where certificates of destruction must be maintained in accordance with other directives.

Paragraph 9-104, Classified waste. Add the following after the last sentence:

Classified waste may be temporarily stored in the same container as other classified material, but must be kept separate.

Paragraph 9-105, Classified document retention. Add the following after the first sentence in Paragraph b:

The continuous destruction of unneeded classified material is encouraged, however, the first working day after Labor Day each year is designated as Fort Sill's Annual Clean-out Day.

Paragraph 10-100, Responsibility and objectives. Add the following after the first sentence:

Commanders and heads of USAFACFS activities will establish a security education program. This program may be included in the activity security SOP and will incorporate, as a minimum, the briefing requirements of AR 380-5, AR 380-150, AR 381-12, AR 530-1, and other applicable security regulations as supplemented by intermediate headquarters; the reporting requirements of AR 381-12 (particular emphasis will be placed on awareness and reporting of incidents defined in subparagraphs 8c, 8e, 8f, 8h and 8i); evacuation plans (paragraph 5-203a, this supplement), Essential Elements of Friendly Information (EEFI) (paragraph 5-204c), and the activity security SOP (paragraph 13-304, this supplement). Training will be conducted orally.

Paragraph 10-101, Scope and principles. Add the following after the last sentence of subparagraph a:

All personnel who are granted access to classified military information while assigned to this command will receive initial indoctrination emphasizing the provisions of this paragraph.

Paragraph 10-101, Scope and principles. Add the following after the last sentence of subparagraph e:

Records of attendance at training and security education briefings conducted using procedures of AR 381-12 and AR 380-5 as supplemented, will be maintained by all Fort Sill units and activities.

Paragraph 10-103, Refresher Briefings. Add the following after the last sentence:

Refresher briefings will be conducted as a minimum once annually. Security Managers will maintain a record of such briefings.

Paragraph 10-104, Foreign travel briefings. Add subparagraph c:

c. All personnel will receive travel security briefings prior to traveling to or through countries that have been designated as "High Risk area for Travel Security." G2, III Corps Arty; Security Office, USAFAS; S2, USAFATC; Security Manager, TEXCOM FSID; Security Manager, Fort Chaffee, and other designated Security Managers will provide these briefings within their respective activities utilizing materials provided by DPIM, Security Division.

Paragraph 10-105, Termination briefings. Add subparagraph g:

g. Unit or activity security managers must ensure that all personnel who have Special Compartmented Information (SCI) access are debriefed and receive a travel brief by the Fort Sill Special Security Office prior to overseas travel either in TDY or leave status.

Paragraph 11-201, Systematic review. Add the following after the last sentence of the paragraph:

Requests for continued classification will be forwarded to Security Division, DPIM, to arrive not later than 160 days before the scheduled review date.

Paragraph 13-200, Management responsibility. Add the following after the last sentence of subparagraph b:

All requests for exemptions or waivers will be forwarded through Security Division, DPIM.

Paragraph 13-303, Program monitorship. Add subparagraphs a and b:

a. Commanders will ensure that annual security inspections of subordinate units are conducted. Results of visits will be retained in unit files until the next inspection report is completed (see AR 380-5, appendix F).

b. The Security Division, DPIM, USAFACFS, will conduct courtesy annual Staff Assistance Visits to all USAFACFS activities. This courtesy visit will also be scheduled for any classified document custodian or security manager upon request. Security Division, DPIM will conduct unannounced and follow-up security visits when requested or when required to evaluate the current security posture of a USAFACFS activity. The results of all staff assistance visits will be maintained in unit or activity files until the next report is received.

Paragraph 13-304, Field program management. Add the following after the first sentence in subparagraph a:

Chief of Security Division, DPIM is the security Manager for USAFACFS. Each USAFACFS activity down to battalion, department, and directorate level will appoint in writing a security manager and one alternate. Large directorates and departments may appoint assistant security managers at lower levels, e.g., division or branch. Assistant security managers will, within 120 days of assuming such duties, attend the DPIM Security Managers Orientation course. Assistant security managers may attend. Security Manager will not be appointed as document custodian or vice-versa.

Paragraph 13-304, Field program management. Add the following after the second sentence in subparagraph a:

This supplement promulgates information security policy for Fort Sill and Fort Chaffee, and constitutes the Information Security Program for these installations. Each commander or activity head will develop information security policies and procedures consistent with the mission of that activity and the requirements of AR 380-5, as supplemented. These policies and procedures will be incorporated into a written security SOP, and will be updated to reflect current command information security policy.

Paragraph 13-304, Field Program Management. Add the following after the last sentence in Para a.1.(a):

A properly cleared Commissioned Officer, Warrant Officer, Non-Commissioned Officer (SSG or above) or DA Civilian (GS 6 or above), will be designated in writing.

(HEADQUARTERS)  
(of Appointing Authority)

(Office Symbol) (MARKS)

S: (10 Working Days)

SUBJECT: Duty Appointment or Assignment

MEMORANDUM FOR: SEE DISTRIBUTION

1. Effective 25 Dec 89, CPT Security, Violate C., 000-00-0000, DPIM, USAFACFS, 351-2397 is appointed the following duty:

Preliminary Inquiry Officer

2. Authority:

- a. AR 380-5, paragraph 6-103.
- b. USAFACFS Supplement 1 to AR 380-5.

3. Purpose: To conduct a Preliminary Inquiry on the possible compromise of classified information.

4. Period: From 25 Dec 89 until officially released.

5. Special Instructions:

- a. Report to Mr. Ullca, DPIM, Security Division, Rm 309, Bldg 455, NLT 26 Dec 89.
- b. This investigation is your primary duty until released by the appointing authority.

FOR THE COMMANDER:

DISTRIBUTION:

- 1-Individual
- 1-DPIM, Mr. Ullca
- 1-Unit S0M
- 1-Unit S-3

(THIS IS A SAMPLE FORMAT ONLY. IT IS NOT INTENDED FOR REPRODUCTION OR STOCKED FOR ADVANCED USE).

Figure 6-1. Sample Letter Appointing Preliminary Inquiry Officer

(OFFICE SYMBOL) (MARKS NUMBER) ( ) 1st End  
SUBJECT: Report of Preliminary Inquiry Officer

(Return Address)

FOR: Appointing Authority

In compliance with the appointing letter, the following is my report of preliminary inquiry (PI 90-00).

2. **FACTS AND CIRCUMSTANCES:** The investigating officer must be completely objective and consider all facts and circumstances to answer the following questions. When the facts are lengthy or complicated, separate paragraph containing a narrative summary of events, in chronological order, may also be necessary.

a. **WHEN?** Date and time the incident occurred, date and time the situation was discovered and reported.

b. **WHERE?** Complete identification of unit, section, activity, office, building and room number or geographic location.

**WHO?** Complete identify of everyone involved, including responsible officials, and how they are involved.

d. **WHAT?** Exact description of the information or material involved and what happened to it.

e. **HOW?** Circumstances of the incident related to how the information or material was lost or compromised. Summarize the evidence supporting your conclusion, and attach supporting enclosures when appropriate.

f. **WHY?** What are applicable policies, regulations, etc., for controlling the material or information involved? Were they complied with? Was anyone negligent or derelict in his duties? Was unit SOP adequate to ensure compliance with applicable directives of higher headquarters and for ensuring the proper protection of the information or material?

3. **FINDINGS:** When all of the above questions have been answered, the investigating officer should review the facts to reach findings on the following matters.

a. Did a loss of classified information or material occur? (AR 380-5, para 6-103)

b. Did a compromise occur? Or, under the circumstances, what is the probability of compromise? or, state that a compromise did not occur, or that there is a minimal risk of damage to the national security (AR 380-5, para 6-103).

c. Is there any indication of significant security weaknesses in the activity or unit (i.e., were there any deficiencies in procedures for safeguarding classified information or material, or were there any violations of established procedures)? If so, were they significant or contributory to the loss or compromise?

d. Is disciplinary action appropriate? If so, against whom? (Administrative sanctions are outlined in AR 380-5, chapter XIV).

4. **RECOMMENDATIONS:** Based on the findings, the investigating officer must make specific recommendations. The recommendations may include any relevant corrective or disciplinary action consistent with the findings, but, as a minimum, must address the following:

a. If the findings are that a loss occurred, what actions should be taken to prevent recurrence?

b. If a compromise occurred and the probability of identifiable damage to the national security cannot be discounted, or it is determined that further investigation is likely to be productive, a recommendation that an investigation under AR 15-6 be conducted may be included.

c. If there was significant security weaknesses, the recommendation must include specific changes that should be made to correct the deficiency. In addition, further investigation under AR 15-6 may be appropriate if the weaknesses resulted from conscience noncompliance with applicable directives.

d. If disciplinary action is considered appropriate, the recommendations should include the specific action recommended, against whom and for what specific conduct, and by whom the action should be taken.

e. If further investigation under AR 15-6 is recommended, the recommendation should identify any person who should be designated as a respondent (see AR 15-6, paragraph 5-4) and make a recommendation as to whether formal or informal investigation should be conducted (see AR 15-6, paragraph 1-2b).

\_\_\_\_\_  
(Signature block of inquiry officer)

Figure 6-2. Sample Report of Preliminary Inquiry Officer

(unit) \_\_\_\_\_

SECURITY CLEARANCE ACCESS ROSTER

Date \_\_\_\_\_

<u>NAME</u>	<u>RANK/GRADE</u>	<u>SSN</u>	<u>DDPSS/PSI</u>	<u>FDPSS</u>
List unit personnel who have a clearance. List alphabetically regardless of rank.	Use military rank such as SGT, CPL, CPT (use Civ grade such as GS5, GS10)	self-explanatory	List the Department Determined Personnel Security Status (DDPSS) recorded on the individual DA Form 873, certificate of Clearance. List the type of Personnel Security Investigation conducted, and the date it was completed.	List the Field Determined Personnel Security Status. That is, the degree of access actually granted to each individual by his or her commander or supervisor. This is based on the access needed for the person to do their job.

EXAMPLE

<u>NAME</u>	<u>RANK/GRADE</u>	<u>SSN</u>	<u>DDPSS/PSI</u>	<u>FDPSS</u>
Adams, George T.	FFC	_____	SEC/ENINAC/9 Jun 86	CONF
Baker, Bill N.	COL		TS/SBI/8 Jan 89	TS
Charlie, Jim A.	MSG		SEC/NAC/5 May 83	SEC
Delta, Pete B.	SGT		TS/BI/10 Oct 90	SEC
Echo, Julia S.	GS6		S/NACI/20 Nov 88	SEC

DISTRIBUTION:  
 1 - Security Manager  
 1 - File  
 1 - Security Div, DPTM  
 1 - Visited Agencies

Figure 7-1. Security Clearance and Access Roster (This is a sample format only. It is not intended for reproduction or stocked for advance use.)

APPENDIX A

ACCOUNTABILITY OF TOP SECRET MATERIAL

TOP SECRET material will be accounted for and controlled as outlined in AR 380-5, paragraph 7-300, and this appendix. Within USAFACFS, a single entry register utilizing DA Form 3964 will be maintained, and will be filed in accordance with MARKS.

a. Upon receipt of TOP SECRET material, DA Form 3964 will be prepared in triplicate. The form will be prepared so as to reflect one form per document, the unclassified subject or short title of the material, abbreviated classification of the subject, copy number identification, and total number of pages classified TOP SECRET. The number of SECRET, CONFIDENTIAL, or UNCLASSIFIED pages will not be indicated. Copies of DA Form 3964 will be utilized as follows:

(1) Document Register: One copy will serve as the document register, and will reflect the current status of the TOP SECRET material. Each change or amendment to the basic document will be logged on the same DA Form 3964, and will be assigned the same log number as the basic document with the insertion of a slash and change number. An informal list of log numbers used during the calendar year will be maintained by the Top Secret Control Officer (TSO). Any statement will be signed by the TSO and will be filed with the informal list of log numbers.

(2) Destruction Certificate: Upon destruction, one copy of DA Form 3964 will serve as a certificate thereof, witnessed by one properly cleared individual in accordance with AR 380-5, paragraph 9-102, as supplemented by this headquarters. Destruction certificates (DC) will be serially numbered in calendar year sequence and filed in a separate file. "NOTHING FOLLOWS" will be annotated after the last line in the description column to preclude additional entries. Destruction certificate numbers will be annotated on the document register page to reflect current disposition. When superseded pages to the basic document or any one of the copies received are to be destroyed, a separate DC will be prepared. Destruction certificates will be disposed of in accordance with MARKS but not prior to final disposition of all pages, copies or portions of the basic document or material.

(3) Receipt Document: When TOP SECRET material is transferred between two authorized TOP SECRET repositories, two completed copies of DA Form 3964 will accompany the material. One copy will be serially numbered in calendar year sequence for return and posting in a separate file. The second copy will be furnished as a courtesy copy. Transmission will be in accordance with AR 380-5, paragraphs 8-101 and 8-202. "NOTHING FOLLOWS" will be annotated after the last line in the description column. Receipt numbers will be annotated on the document register page to reflect current disposition. When portions of a Top SECRET document or material are to be transmitted, a separate DA Form 3964 receipt will be prepared. Receipts will be disposed of in accordance with MARKS, but not prior to final disposition of all pages, copies or portions of the basic document or material.

b. A separate DA Form 969 (TOP SECRET Document Record) will be prepared and maintained for each TOP SECRET document received in accordance with AR 380-5, paragraph 7-300. TOP SECRET material will be completely identified as specified in a above. Any disclosure of TOP SECRET contents will be properly annotated on DA Form 969.

COURIER CERTIFICATION OF BRIEFING

As a designated courier of classified material, I, \_\_\_\_\_ (Name), received a briefing on \_\_\_\_\_ (Date). The briefing outlined my responsibilities as a courier; duties as a custodian; and, safeguard and protection of classified information. I am cognizant of the provisions and restrictions imposed by Chapter VIII, AR 380-5; and, intend to comply unless prevented by an outside force which I cannot control. I fully understand that I must not jeopardize my life or lives of others when protecting the classified material in my trust; however, I will comply with the regulatory requirements.

\_\_\_\_\_  
(Designated Courier)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Security Manager)

Figure 8-1. Sample of Courier Certification

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR: Addressee (Name of Airline(s))

SUBJECT: Authority to Hand-carry United States Military Classified Information

Designated Courier:

Name: Doe, John Joseph, Major

HQ or Agency: Headquarters, United States Army Field Artillery Center, Fort Sill, Directorate of Plans, Training and Mobilization, Security Division, Fort Sill, OK 73503-5100

Type of Identification: DD Form 2A (Armed Forces Identification Card)

Material Carried: 1 sealed envelope, 8" x 10" x 1" or 3 sealed packages, 9" x 8" x 2 1/4" overall

Addressee and Addresser: Commander, Fort Ord - Headquarters, United States Army Field Artillery Center, Fort Sill, OK 73503-5100

Departure Point: Lawton Municipal Airport, Lawton, OK

Departure Date: DDMYY

Destination: San Francisco International Airport, San Francisco, CA

Transfer Point: Dallas-Fort Worth International Airport, Dallas, TX

Issue Date: DDMYY

Expiration Date: DDMYY (not to exceed 7 Days from date of issue)

Authority: Headquarters, United States Army Field Artillery Center, Fort Sill, OK 73503-5100, Phone: 351-2354 or 2397

(Signature) \_\_\_\_\_  
(Typed name and rank)  
(Title)

Figure 8-2. Sample memorandum for hand-carrying classified documents aboard commercial aircraft (Reference Para 8-302)

