



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

October 4, 1982

Incorporating Change 81-1, June 12, 1981

ADMINISTRATIVE INSTRUCTION NO. 27

SUBJECT: Control of North Atlantic Treaty Organization Classified Documents

References: (a) Administrative Instruction No. 27, "Control of NATO Classified Documents," July 6, 1979 (hereby canceled)
(b) [DoD Directive 5100.55](#), "United States Security Authority for North Atlantic Treaty Organization Affairs," April 21, 1982

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a); implements the provisions of reference (b); and outlines responsibilities for the handling and control of North Atlantic Treaty Organization (NATO) classified material.

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense (OSD), and activities for which the Washington Headquarters Services (WHS) provides administrative support (hereafter called "OSD Components").

2.2. This Instruction does not apply to the Organization of the Joint Chiefs of Staff and the U.S. Representative to the NATO Military Committee.

3. POLICY

It is the policy of the DoD to protect the security of NATO classified documents and to limit distribution and access to only those who need-to-know and who are cleared for access.

4. DEFINITIONS

4.1. The Central U.S. Registry. The main receiving and control point for all NATO classified material entering the United States from NATO.

4.2. The OSD Subregistry. The designated point for all NATO classified material received in OSD from the Central U.S. Registry.

4.3. Control Points. Those offices designated by proper authority for the receipt, control, and internal distribution of NATO classified material received from the OSD Subregistry.

4.4. Control Officers and Alternate Control Officers. Individuals designated in writing by Component Heads as responsible for the security and handling of NATO classified material within their respective Components.

5. RESPONSIBILITIES

5.1. Heads of the OSD Components who have designated control points and are serviced by the OSD Subregistry shall designate a NATO COSMIC, or ATOMAL control officer, or both, and at least one alternate, and submit to the Chief, OSD Subregistry, their names and signature specimens, using the memorandum format at enclosure 1; and report changes in the designation of control officers as they occur.

5.2. The Director, Personnel and Security, WHS, shall:

5.2.1. Conduct initial briefing and debriefing of personnel assigned to OSD requiring access to NATO classified material.

5.2.2. Provide the OSD Subregistry with a monthly computer print-out of personnel having access to COSMIC, ATOMAL, and NATO classified information.

5.2.3. Provide the OSD Subregistry with copies of briefing and debriefing certificates, as accomplished.

5.3. The Director, Space Management and Services, WHS, shall conduct annual security awareness briefings for personnel assigned to OSD who have been granted access to NATO classified material.

5.4. The Chief, OSD Subregistry, Correspondence Control Division, Directorate for Correspondence and Directives, WHS, shall:

5.4.1. Receipt for, control, and distribute all NATO classified material received in OSD.

5.4.2. Maintain files of NATO classified material within OSD, and be the OSD repository.

5.4.3. Conduct annual inspections and inventories required by the U.S. Security Authority for NATO Affairs (USSAN).

5.4.4. Ensure annual debriefings of all OSD personnel holding ATOMAL access clearances.

5.5. Designated or Alternate Control Officers shall:

5.5.1. Receipt for, control, and distribute internally on a need-to-know basis, all NATO classified material received from the OSD Subregistry.

5.5.2. Assist in conducting annual inventories of NATO classified material required by the USSAN.

5.5.3. Assist in the annual debriefing of personnel assigned to their areas of responsibility who hold ATOMAL access clearances.

6. PROCEDURES

6.1. The OSD Subregistry shall route all NATO classified documents to the OSD Components concerned through the designated control points. COSMIC and ATOMAL documents may be released outside a registry or control point on a temporary loan only to an individual who is cleared, is responsible for their custody, and can provide adequate storage facilities. COSMIC and ATOMAL documents shall be returned to the OSD Subregistry when no longer needed.

6.2. Designated control officers shall distribute documents internally to those who need-to-know, after ensuring that recipients are cleared, and shall maintain a record of the location of documents on loan to their control points.

6.3. The Chief, OSD Subregistry, shall conduct annual inventories of COSMIC and ATOMAL documents on file or loaned. These inventories will be made as of December 31.

6.4. Superseded documents and those no longer needed shall be destroyed. All COSMIC and ATOMAL documents no longer needed shall be returned to the OSD Subregistry for destruction.

7. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Deputy Assistant Secretary of Defense

Enclosures - 1

E1. Memorandum Format

E1. ENCLOSURE 1
MEMORANDUM FORMAT

(LETTERHEAD STATIONERY)

(DATE)

MEMORANDUM FOR CHIEF, OSD SUBREGISTRY, ROOM 3A948, PENTAGON

SUBJECT: Designation of COSMIC, ATOMAL, and Alternate Control Officers

The following individuals are hereby designated as control and alternate control officers for COSMIC or ATOMAL material, or both, for:

(OSD Component)

<u>NAME</u>	<u>CONTROL OFFICER</u>	<u>SIGNATURE</u>
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ALTERNATE CONTROL OFFICER(S)

This list supersedes previous designations made by this office.

