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ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD
NORTH ATLANTIC TREATY ORGANISATION

PLACE DU MARECHAL DE LATTRE DE TASSIGNY - PARIS (XVI^e) - TEL. NLE. 50-20

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BUREAU DU REPRÉSENTANT
DU GROUPE PERMANENT

OFFICE OF THE STANDING GROUP
REPRESENTATIVE

LOM 368/65

14 October 1965

MEMORANDUM FOR : Director, Standing Group

SUBJECT : "ATOMAL" Documents - Security Arrangements and
Procedures

Reference : C-M(64)39

1. The attached security arrangements and procedures have been developed in accordance with the requirements of Paragraph B, Section I, Annex B to the reference.

2. These arrangements and procedures will be followed by all members of the Office of the Standing Group Representative in handling atomic information coming into this office under terms of the agreement outlined in the reference.

FOR THE STANDING GROUP REPRESENTATIVE

WA Maloude for
G.B. de SAINT-MARCEAUX
Brig. Gen. Fr. A.F.

Enclosure : Atomic Document Security Arrangements
and Procedures for Office of the
Standing Group Representative

IMS Control N° 0282

NOV 1965

SEC: 3

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ENCLOSURE 1

SECURITY ARRANGEMENTS AND PROCEDURES

FOR

HANDLING CERTAIN ATOMIC INFORMATION (OTHER THAN CABAL) FURNISHED BY THE UNITED STATES AND COMING UNDER THE CONTROL OF THE OFFICE OF THE STANDING GROUP REPRESENTATIVE

- References : (a) C-M(64)39
(b) C-M(65)11
(c) C-M(55)15(Final)
(d) SGM-129-65
(e) DSGM-36-65

1. PURPOSE

To provide procedures for affording special security protection to certain atomic information furnished by the United States to the Standing Group and Military Committee in Permanent Session (MCPS) and coming under the control of the Office of the Standing Group Representative.

2. DEFINITION

ATOMAL is a marking adopted by Annex B, reference (a) to identify certain documents provided in accordance with the agreement between the parties to the North Atlantic Treaty Organization for Co-operation Regarding Atomic Information.

3. APPLICATION

These procedures are in consonance with the provisions of the agreement mentioned above, and are to be followed by all members of the Office of SGREP and other individuals concerned with information identified as "ATOMAL". Documents bearing the marking "ATOMAL" will contain the following statement: - on the first page.

"This document contains U.S. Atomic information (Restricted Data or Formerly Restricted Data) made available pursuant to the NATO Agreement for Co-operation Regarding Atomic information effective 12 March 1965 and will be safeguarded accordingly."

Documents marked "ATOMAL", regardless of security grading, are to be afforded maximum security in the same manner as for COSMIC TOP SECRET documents in accordance with C-M(55)15(Final), except as provided herein.

4. ATOMIC INFORMATION CONTROL OFFICER

The Assistant Secretary is appointed as the ATOMIC Information Control Officer and he shall designate such Alternates as may be necessary to provide continuing positive control of ATOMIC information in accordance with the references.

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5. ACCESS TO INFORMATION

Access to information marked "ATOMAL" shall be strictly limited to those persons under the jurisdiction of NATO who have been granted TOP SECRET security clearance in accordance with Confidential Supplement to C-M(55)15 (Final), who occupy the following named positions and who require access in order to properly carry out their duties:

a. Office of SGREP

- (1) SGREP
- (2) Deputy SGREP's
- (3) Assistant SGREP's
- (4) SECY and Assistant SECY
- (5) NCO-in-Charge of Registry
- (6) Atomic Information Control NCO

b. Those personnel of the Standing Group and Military Committee in Permanent Session as listed in paragraphs 5 a and b of the enclosure to reference (e).

6. ATOMAL documents will not be distributed to other than ATOMIC Information Control Officers and their Alternates. Individuals authorized access to ATOMAL documents under the provisions of paragraph 5 above, will be furnished such documents in a restricted access room (e.g., Registry - A 473) within the SGREP area. The ATOMIC Information Control Officer will ensure that no document is left unattended or accessible to individuals not authorized access under the provisions of paragraph 5. He will secure from each individual having access to an ATOMAL document a written acknowledgment of such access showing the date access was had. These acknowledgments will be secured in the ATOMAL Registry and will provide the basis for required reports to the United States Authorities.

7. PROVISION OF ATOMIC INFORMATION

ATOMIC information may be provided by the United States in one of two ways:

a. In written form, in which case the United States will provide to the Standing Group ATOMIC Information Control Officer sufficient copies to cover minimum requirements and who may then forward a copy(s) to the Office of SGREP.

b. In the form of a statement or briefing, in which case the Atomic Information Control Officer will be responsible for preparing a record of recipients and reporting such information as required by Section VII, reference b.

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CONTROL OF DOCUMENTS AND INFORMATION

8. RECEIPT

All ATOMAL documents will be immediately delivered to the SGREP Atomic Information Control Officer or his Alternate. They will be handled in accordance with the following procedures:

a. SGREP or, in his absence, D/COORD will be advised of receipt of the document and will determine action to be taken.

b. Document will be entered in the "Incoming Log Sheet".

c. A Minute Sheet, Internal Control Card and Access Control Record Sheet will be prepared.

9. STORAGE

All ATOMAL documents will be stored in a three-way combination safe which combination is known only to the ATOMIC Information Control Officer, his Alternate, and the ATOMIC Information Control NCO's.

SPECIAL PROVISIONS

10. PROHIBITION OF DUPLICATION

Copies are never to be made of ATOMIC documents or any part of them without the specific approval in writing of the United States authorities. Such approval will be obtained through the ATOMIC Information Control Officer.

11. DISCUSSIONS - CORRESPONDENCE

a. ATOMIC information, whether obtained in writing or orally is to be discussed only with those persons authorized to have access to it as specified in paragraph 5 above. No notes or records of such discussions are ever to be made, except as provided under b below.

b. Where discussions of ATOMIC information take place in an organized forum, e.g., meetings of Council Committees and their Working Groups, etc., a record will be prepared by the ATOMIC Information Control Officer who will be responsible for the required security and report.

12. DESTRUCTION

The ATOMIC Information Control Officer will arrange for destruction of ATOMAL documents as soon as their retention is no longer required. Destruction will be accomplished in accordance with paragraph 27, Section IV, Enclosure C to C-M(55)15 (Final).

13. INVENTORY

The ATOMIC Information Control Officer will cause to be carried out a physical inventory, as of 1 March each year, of all ATOMAL documents released to his control during the 12 months ending 31 December of the previous year, as prescribed in paragraph 3 of reference (d). The inventory must be carried out by an individual authorized access to ATOMAL documents but not by the ATOMIC Information Control Officer or his Alternate.

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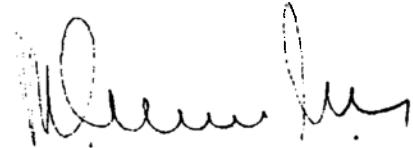
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14. INSPECTIONS

The Standing Group ATOMIC Information Control Officer will inspect ATOMIC security arrangements within the Office of SGREP in accordance with reference (d).

15. LOSS OR COMPROMISE

Any loss or compromise of an ATOMAL document or ATOMIC information should be reported immediately to the Standing Group and to the Head, NATO Security Bureau. Follow up reports will be submitted to the Standing Group and to the Head, NATO Security Bureau within 30 days as prescribed by paragraph 5, reference (d).



V.W. GUINIPER
ATOMIC Information Control Officer

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