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NATO SECURITY COMMITTEE

INSPECTIONS OF COSMIC AND NATO SECURITY SYSTEMS  
IN NATO COUNTRIES

Memorandum by the Security Bureau

It is felt that it may be useful to establish a list of the main points to be examined during inspections of COSMIC and NATO security systems in the NATO countries. Not only would such a list serve as an aide-memoire to the Security Bureau in carrying out such inspections but it might also be of assistance to national authorities responsible for the security of NATO information; parts of the list might also be useful to national officials inspecting COSMIC sub-registries.

2. A draft list has therefore been drawn up with the above purposes in mind and is attached at Annex. It is emphasised that all the points contained in the list would not necessarily be examined at each inspection; indeed, the majority have already been examined during previous inspections. It is felt, however, that any list drawn up should cover all the major items which should be reviewed from time to time. It is also emphasised that the points contained in the list would only be reviewed in so far as they have a bearing on the security of NATO information. This is true in particular of those dealing with industrial security which would only be examined when NATO classified contracts were being carried out.

3. This matter will be placed on the Agenda for the next meeting of the Security Committee. In the meantime, delegations may wish to send in amendments and additions in duplicate to the Security Bureau in order that these may be translated and circulated before the next meeting.

Palais de Chaillot,  
Paris, XVIIe.

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D R A F T

POINTS TO BE EXAMINED DURING SECURITY INSPECTIONS

1. Security organization and policy control
  - (a) Functions, powers and status of:
    - (i) interdepartmental committees, boards, etc. on security;
    - (ii) National Security Authority;
    - (iii) National Security Organization(s).
  - (b) National legislation affecting security.
2. Personnel security
  - (a) Screening policy and criteria
  - (b) Screening procedure
  - (c) Records of personnel clearances
  - (d) Measures to determine whether the subjects of adverse security information are employed on classified work (e.g. "white-carding")
  - (e) Procedure for removal of persons judged a risk to security
  - (f) Security duties of Supervising Officials
  - (g) Acknowledgement by staff of security responsibilities (e.g. by signature of declarations on taking up and leaving classified employment)
  - (h) Segregation of staff employed on classified work
  - (j) Security instruction and education
3. Physical security
  - (a) Construction and siting of buildings:
    - (i) physical protection afforded by construction and lay-out;
    - (ii) whether shared with private concerns or contiguous to buildings not under security control;
    - (iii) whether containing areas to which members of the public have access.

- (b) Control of access to secure areas:
- (i) guard force;
  - (ii) orders to guard force;
  - (iii) pass system;
  - (iv) blocking off of unauthorised entrances, ventilation shafts, loading bays, etc.;
  - (v) mechanical aids, e.g. alarms, light, etc.;
  - (vi) control of maintenance staff, cleaners, etc.
- (c) Security furniture and internal security routine:
- (i) quality of safes, cabinets and other security containers;
  - (ii) regulations for securing classified material during absences;
  - (iii) custody of keys and changing and recording of combinations;
  - (iv) inspection of secure areas after working hours
  - (v) collection, storage and destruction of classified waste (routine and emergency);
  - (vi) telephone security;
  - (vii) security rules and standing orders;
  - (viii) disciplinary measures to enforce security;
  - (ix) functions and status of departmental Security Officers.
- (d) Registries (other than COSMIC):
- (i) segregation of highly classified material;
  - (ii) registering in and out of documents and files;
  - (iii) recording of movement of documents and files;
  - (iv) receipt system;
  - (v) regulations governing transmission:
    - within department;
    - between departments;
    - within country;
    - outside country;
  - (vi) reproduction methods;
  - (vii) microfilming;
  - (viii) arrangements for downgrading.

- (e) Technical examination of buildings against eavesdropping devices.

4. The COSMIC system

- (i) Physical construction of COSMIC registries
- (ii) Functions and status of COSMIC Control Officers
- (iii) Guarding of COSMIC registries
- (iv) Control of entry to COSMIC registries
- (v) Mechanical aids e.g. alarm systems
- (vi) Containers housing COSMIC documents
- (vii) Custody of keys of registries and changing and recording of combinations of safes
- (viii) Registering of COSMIC documents
- (ix) Distribution system for COSMIC documents
- (x) Lists of persons authorised to have access to COSMIC information
- (xi) Procedure for persons wishing to consult COSMIC documents
- (xii) Declarations to be signed by persons taking up or leaving employment requiring access to COSMIC information
- (xiii) Lists of sub-registries (where applicable) and specimen signatures of Control Officers and alternates
- (xiv) Lists of other COSMIC registries with whom registry corresponds and specimen signatures of Control Officers and alternates.
- (xv) Inventories
- (xvi) Arrangements (routine and emergency) for collection, storage and destruction of COSMIC documents.

5. Communication of classified information to persons outside the government

- (a) Procedure for screening private persons required to have access to classified information
- (b) Arrangements for security education of private persons
- (c) Legislation affecting protection of classified information communicated to private persons
- (d) Security clauses in contracts.