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NATO RESTRICTED  
DOCUMENT  
AC/35-D/160(Revised)

NATO SECURITY COMMITTEE

INSPECTION OF COSMIC AND NATO SECURITY SYSTEMS  
IN NATO COUNTRIES

Memorandum by the Security Bureau

As instructed by the Committee at its meeting on 27th February, 1957 (1), a revised text of the document "Points to be examined during security inspections" is circulated at Annex A.

2. Unless further comments have been received by 30th April, 1957, this text will be considered as being final.

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1) AC/35-R/19 paragraph 32

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POINTS TO BE EXAMINED DURING SECURITY INSPECTIONS

insofar as they affect NATO security requirements as defined in Enclosures B and C to C-M(55)15(Final)

NOTE: The references which follow certain of the points listed below are to paragraphs of C-M(55)15(Final).

1. Security organization and policy control (for background information only)
  - (a) For the purpose of carrying out the functions listed in Enclosure C, Section I, sub-paragraphs 3(a) to (f), the Security Bureau may ask for information regarding national security organizations and policy control.
  - (b) National legislation affecting the protection of NATO classified information.
2. Personnel security
  - (a) Screening policy and criteria (Enclosure B, paras. 6 and 9)
  - (b) Screening procedure
  - (c) Systems of personnel clearance records (Enclosure B, paragraph 11)
  - (d) Measures to determine whether persons who have become the subjects of adverse security information are already employed on classified work (e.g. "white-carding") (Enclosure B, paragraph 13)
  - (e) Procedure for removal of persons judged a risk to security (Enclosure B, paragraph 10)
  - (f) Security duties of Supervising Officials (Enclosure B, paragraph 14)
  - (g) Acknowledgment by staff of security responsibilities (Enclosure B, paragraph 12)
  - (h) Segregation of staff employed on classified work (Enclosure C, Section IV, paragraph 3(b))
  - (j) Security instruction and education (Enclosure B, paragraph 12)
3. Physical security
  - (a) Construction and siting of buildings (Enclosure B, paragraph 17):
    - (i) physical protection afforded by construction and lay-out (Enclosure C, Section IV, paragraph 4(b))

- (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 (Enclosure C, Section IV, paragraph 8)
  - (ii) orders to guard force (Enclosure C, Section IV, paragraph 8)
  - (iii) pass system (Enclosure C, Section IV, paragraph 5)
  - (iv) blocking off of unauthorised entrances, ventilation shafts, loading bays, etc. (Enclosure C, Section IV, paragraph 3)
  - (v) mechanical aids, e.g. alarms, light, etc. (Enclosure C, Section IV, paragraph 7)
  - (vi) control of maintenance staff, cleaners, etc.
- (c) Security furniture and internal security routine (Enclosure B, paragraph 17):
- (i) quality of safes, cabinets and other security containers (Enclosure C, Section VI, paragraph 25(c) and Section VIII, paragraph 20)
  - (ii) regulations for securing classified material during absences (Enclosure C, Section VI, paragraph 26 and Section VIII, paragraph 21)
  - (iii) custody of keys and changing and recording of combinations (Enclosure C, Section VI, paragraph 25(d) and (e))
  - (iv) inspection of secure areas after working hours (Enclosure C, Section IV, paragraph 9)
  - (v) collection, storage and destruction of classified documents and waste (routine and emergency) (Enclosure C, Section VI, paragraphs 28 -30, and Section VIII, paragraphs 20 - 24)
  - (vi) telephone security (Enclosure C, Section VI, paragraph 24 and Section VIII, paragraph 18)
  - (vii) security regulations 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 CONFIDENTIAL and SECRET material
  - (ii) registering in and out of documents and files
  - (iii) recording of movement of documents and files
  - (iv) receipt system (Enclosure C, Section VIII, paragraph 10)
  - (v) regulations governing transmission:
    - within department (Enclosure C, Section VIII, paragraph 9)
    - between departments (Enclosure C, Section VIII, paragraphs 6, 7 and 8)
    - within country (Enclosure C, Section VIII, paragraphs 14 and 15)
    - outside country (Enclosure C, Section VIII, paragraphs 11 - 13)
  - (vi) reproduction methods
  - (vii) microfilming
  - (viii) arrangements for downgrading
- (e) Provision for technical examination of buildings against eavesdropping devices (Enclosure C, Section X, paragraph 5(b))

4. The COSMIC system

- (i) Physical construction of COSMIC registries (Enclosure C, Section VI, paragraph 25(a))
- (ii) Functions and status of COSMIC Control Officers (Enclosure C, Section VII, paragraph 6)
- (iii) Guarding of COSMIC registries (Enclosure C, Section VI, paragraph 25)
- (iv) Control of entry to COSMIC registries (Enclosure C, Section VI, paragraph 25(b))
- (v) Mechanical aids e.g. alarm systems (Enclosure C, Section IV, paragraph 7)
- (vi) Containers housing COSMIC documents (Enclosure C, Section VI, paragraph 25(c))

- (vii) Custody of keys of registries and changing and recording of combinations of safes (Enclosure C, Section VI, paragraph 25(d) - (e))
- (viii) Registering of COSMIC documents (Enclosure C, Section VII, paragraph 6(d))
- (ix) Distribution system for COSMIC documents (Enclosure C, Section VI, paragraphs 5 and 6, and Section VII, paragraphs 2 and 3)
- (x) Lists of persons authorised to have access to COSMIC information (Enclosure C, Section VII, paragraph 7(b))
- (xi) Procedure for persons wishing to consult COSMIC documents (Enclosure C, Section III, paragraphs 4, 5, 6, 7, and 10)
- (xii) Declarations to be signed by persons taking up employment requiring access to COSMIC information (Enclosure C, Section III, paragraph 4)
- (xiii) Lists of sub-registries (where applicable) and specimen signatures of Control Officers and alternates (Enclosure C, Section VII, paragraph 6 (b))
- (xiv) Lists of other COSMIC registries with whom registry corresponds and specimen signatures of Control Officers and alternates (Enclosure C, Section VII, paragraph 6(e))
- (xv) Inventories (Enclosure C, Section VII, paragraphs 8 and 9)
- (xvi) Arrangements (routine and emergency) for collection, storage and destruction of COSMIC documents (Enclosure C, Section VI, paragraphs 28 and 30)

5. Communication of classified information to persons outside the government (Enclosure B, paragraph 19)

- (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

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