

f. All copies of classified documents reproduced for any purpose including those incorporated in a working paper are subject to the same controls used for the document from which the reproduction is made.

g. Maintain records to show the number and distribution of reproduced copies of all TOP SECRET documents, classified documents covered by special access programs distributed outside the originating agency, and SECRET and CONFIDENTIAL documents that are marked with special distribution and reproduction limitations.

This form can be used for receipting, suspense control, internal routing, reproduction authorization, tracer action, and as a certificate of destruction.

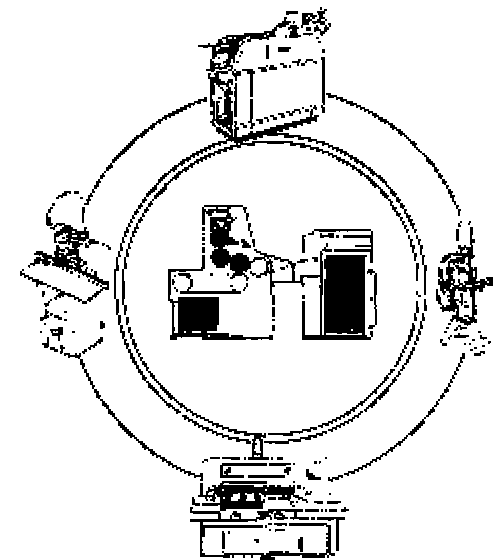
1. For external receipting, complete the necessary blocks in Section A. The recipient completes Section E.
2. For suspense control, fill in the appropriate blocks in Section A.
3. For internal routing, complete Section A. Fill in the TO and DATE blocks (and COPY NO, if required) in Section B. If a receipt is required, the recipient fills in the NAME and SIGNATURE blocks.
4. For document destruction, complete Section C (and appropriate blocks of Section A, if not already filled in).
5. For reproduction authorization, complete Section D (and appropriate blocks of Section A, if not already filled in).
6. For tracer action, complete Sections A and E.
 - (A) Date form is dispatched (for receipt and tracer action).
 - (B) Optional, usually used for suspense control.
 - (C) Classification of the document.
 - (D) Description of the document.
 - (E) Office destroying the document.
 - (F) Used to provide consecutively numbered destruction records for TOP SECRET documents.
 - (G) Number of copies authorized.
 - (H) Signature.
 - (I) Additional information (for example, special handling instructions).

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD					DATE	
For use of the form see AR 200-1. Use appropriate agency or the Office Assistant Chief of Staff for Intelligence.					29 JAN 86	
TO: Commander 30th Eng Bn (T) Fort Belvoir, Va 22060			FROM: Commander 29th Eng Bn (T) Fort Shafter, HI 96858			
DATE RECEIVED		ACTION OFFICER		REGISTER OR CONTROL NO		
CONTROL LOG OR FILE NO	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, Prio, No. The number below is the file number of A/R records/notes)	DATE OF DOCUMENT	ORIGINATOR	
0001	S	3	Black culture Neg			
SAMPLE						
SECTION B: ROUTING						
TO	COPY NO	DATE	PRINTED NAME OF THE MATERIAL DESTROYED HEREIN	SIGNATURE		
584th Eng Co	1	1 FEB 86	Joe Smith	Joe Smith		
SECTION C: DESTRUCTION CERTIFICATE (Check appropriate items)						
MATERIAL DESCRIBED HEREIN HAS BEEN:			PAGE OR COPY NO			
<input type="checkbox"/> DESTROYED			<input type="checkbox"/> CORNERS AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 200-1)			
OFFICE SYMBOL	DATE	PRINTED NAME OF OFFICER OR REP	SIGNATURE			
DESTRUCTION RECORD NO	DATE	PRINTED NAME OF CERTIFYING OFFICER	SIGNATURE			
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF AUTHORIZING OFFICIAL	SIGNATURE			
SECTION D: REPRODUCTION AUTHORITY						
NUMBER OF COPIES TO BE REPRODUCED		AUTHORIZED BY		DATE		
SECTION E: RECEIPT/TRACER ACTION (Check appropriate items)						
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED			<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED			
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED						
DATE	PRINTED NAME (GRADE OR TITLE)	SIGNATURE				
COMMENTS						

DA FORM 3964, 1 Jul 79 EDITION OF 1 NOV 78 IS OBSOLETE

Control Classified Work Projects

GTA 05-02-028



MAY 1987

HEADQUARTERS, DEPARTMENT OF THE ARMY

DISTRIBUTION:

US Army training and audiovisual support centers (TASCs)
Approved for public release; distribution is unlimited.

Upon receiving a classified project, secure the areas, allowing only those personnel with a need to know and a clearance equal to or greater than the project to be in the area.

When received, inventory and account for the project prior to signing for the job, ensure that all materials (originals) are present. During inventory, check the classification on each page (flat, negative, or original).

Log the project in. Establish a time estimate and a schedule for production. Secure the project in an authorized container when it is not being worked on.

Before issuing the project to any section, ensure that all personnel working on the project have a valid security clearance equal to or higher than the project. Secure and block off the area in which the project is to be worked on. Post restricted area signs. Limit access to those with a need to know.

Brief the section supervisor on the project. The section supervisor will sign for the project when work is to start. Monitor the project to ensure no security violations are being committed. Place all waste negatives, printing plates, or printed sheets in an authorized waste container.

At the end of each shift/day inspect the work area to ensure that all classified material and waste are removed and stored in authorized containers.

U.S. GPO: 1987 - 190-911

This Graphic Training Aid (GTA) is a guide on controlling classified material. For more guidance, refer to AR 380-5. Department of the Army Information Security Program Regulation, and local Standing Operating Procedure(SOP).

The protection of classified information is the responsibility of each person who has a knowledge of the information, regardless of how it was obtained. Security regulations do not guarantee protection and cannot be written to cover all situations. Basic security principles, common sense, and a logical interpretation of the regulations must be applied. Collecting, obtaining, recording, or removing for any personal use whatsoever of any material classified in the interest of national security is prohibited. Store classified information under conditions adequate to prevent unauthorized persons from gaining access. The requirements specified in AR 380-5 represent the minimum acceptable security standards. Department of Defense (DOD) policy concerning the use of force for the protection of property or information is specified in DOD Directive 5210.56 (reference (dd)). Do not store items having only monetary value (such as, cash, precious metals, jewelry, and narcotics) in vaults, security containers, or areas designated for storage of classified information or material.

Responsibilities

1. Custodians of classified information are responsible for providing protection and accountability for the information at all times. They are responsible for locking classified information in appropriate security equipment whenever it is not in use or under direct supervision of authorized persons. Custodians shall ensure that unauthorized persons do not gain access to classified information.

- a. Burn bags are properly stored or destroyed.
- b. Wastebaskets do not contain classified material.
- c. Optional Form No. 62 or other designated standard form is used by DOD agencies for security container check purposes. Within the Army, DA Form 672 (Safe or Cabinet Security Record will be used.
- d. Keep classified documents removed from storage under constant surveillance and face down or covered when not in use. Attach classified document cover sheets (DA Label 22 (CONFIDENTIAL Cover Sheet), and DA Label 24 (TOP SECRET Cover Sheet)) to the face of classified documents whenever the documents are not in secure storage.

Storage of Classified

2. Information

Classified information that is not under the personal control and observation of an authorized person, will be guarded or stored in a locked security container as prescribed below:

- a. TOP SECRET. TOP SECRET information shall be stored in:

(1) A safe-type steel file container having a built-in, three position, dial-type combination lock approved by the General Services Administration (GSA): or a Class A vault or vault-type room that meets the standards established by the head of the DOD agency concerned. When located in buildings, structural enclosures, or other areas not under US Government control, the storage container, vault, or vault-type room must be protected by an alarm system or guarded during nonoperating hours.

(2) An alarmed area, provided such facilities are judged by the local responsible official to afford protection equal to or better than that prescribed in a(1), above. When an alarmed area is used for the storage of TOP SECRET material, the physical barrier must be adequate to prevent (a) unauthorized removal of the material, and (b) observation that would result in the compromise of the material. The physical barrier must be such that forcible attack will give evidence of attempted entry into the area. The alarm system must provide immediate notice to a security force of attempted entry. Security force response times in excess of five minutes will necessitate continuous occupancy of the alarmed area. Alarm system response time when under two-person control must not exceed 15 minutes. If these conditions cannot be ensured, then alarmed-area storage of TOP SECRET classified material will not be permitted. Under field conditions, the field commander will dictate the necessary requirements to meet the storage standards contained in a (1) and a (2).

b. TOP SECRET supplemental area controls, the positioning of GSA-approved storage equipment or an approved vault within a substantially constructed and secured building or room, totally under US control, locked and either guarded or alarmed, will satisfy the minimum requirements for augmented TOP SECRET storage protection. Guards need not be cleared for TOP SECRET if positioned external to the building, vault, or room if reaction time (from initiation of an alarm to arrival of response force) will not exceed 10 minutes. Inability to meet this standard will dictate the use of extra guards capable of the required response in the immediate area.

c. SECRET and CONFIDENTIAL. Store SECRET and CONFIDENTIAL information in the manner prescribed for TOP SECRET. SECRET and CONFIDENTIAL information can also be stored in a Class B vault, or a vault type room, strong room, or secure storage room that meets the standards prescribed by the head of the DOD agency. Until phased out this information can be stored in a steel filing cabinet having a built-in, three-position, dial-type combination lock; or, as a last resort, an existing steel filing cabinet equipped with a steel lock bar, provided it is secured by a GSA-approved changeable combination padlock. The padlock is to

be used as stated in AR 380-5, paragraph 5-101. When padlocks are used, the keeper or keepers and staples must be secured to the cabinet by welding, rivets, or peened bolts and DOD agencies must set forth additional controls to ensure security. SECRET material may be stored in such cabinets only under the conditions described in paragraph 5-101, AR 380-5. Storage standards are prescribed in Appendix F of AR 380-5. Heads of HQDA agencies and MACOM commanders may delegate authority to approve exceptions to these standards. Exceptions will be made, in writing, if the protection provided is at least equivalent to that provided by equipment meeting the referenced standards. Proposed exceptions should be coordinated with the Chief, IMDSO.

(1) DA Form 672 will be displayed conspicuously on each piece of equipment used to store classified material. (It need not be used for facilities secured by high-security locks, provided the key and lock control register (paragraph 5-102d2(b)) provide and audit capability in the event of unsecured facilities.) DA Form 672 is used for recording the date and time when a container is opened and closed. The following procedures apply:

(a) Properly cleared personnel will record the date and time, along with their initials, each time they unlock or lock the security equipment during the day.

(b) When a security container is locked and the room in which it is located is unattended, a person other than the locker will check the container to ensure that it is properly locked. This person will then record the time the container was checked and initial the torn. The locker will see that the check is made.

(c) Check containers not opened during a working day and record action as in (b) above.

(d) Retain DA Form 672 for 24 hours following the last entry.

(2) Use reversible OPEN-CLOSED/OPEN-LOCKED signs on each security container in which classified information is stored. Signs are available through normal supply channels.

(e) A person discovering a security container or security storage open and unattended will

1. Keep the container or storage area under guard or surveillance

2. Notify one of the persons listed on Part 1, DA Form 272. Affix DA Form 727 to the container or storage area. If none of these people can be contacted, notify the duty officer or commander.

(f) An individual contacted when a container or area is found open or unattended (e above) will --

1. Report personally to the location. Check the contents of the container or area for visible indications or evidence of tampering, theft, or compromise.

If any evidence of tampering, theft, or compromise is noted, notify installation or activity security personnel immediately so that an investigation can be started. The custodian will stop examining the container and its contents (to prevent destruction of physical evidence) until otherwise instructed by security personnel. Call a lock technician to determine the nature of the tampering and to determine whether the security container is working properly.

2. Change the combination and lock the container. If the combination cannot be changed immediately, lock the security container and place under guard until the combination can be changed, or transfer the classified contents to another security container or secure area.

3. Report the incident to the commander or security manager for action relative to compromise or possible compromise.

Restraint at Reproduction

Do not reproduce portions of documents and materials that contain TOP SECRET information without the consent of the originator or higher authority. Strictly observe regulations regarding reproduction. (See paragraph 4-505.) The following measures apply to reproduction equipment and to the reproduction of classified information:

a. Minimize copying of documents containing classified information.

b. Designate officials authorized to approve the reproduction of TOP SECRET and SECRET information by position title. These officials also review the need for reproduction of classified documents and material with a view toward minimizing reproduction (commanders and agency or activity heads will designate such officials). DA Form 3964, DD Form 844 (Requisition for Local Duplicating Service), or other substitute record may be used to indicate reproduction approval.

c. Designate specific reproduction equipment for the reproduction of classified information. Information on hazards associated with various types of reproduction equipment is contained in Intelligence Material Development Support Office Bulletin 33. Copies of this bulletin may be obtained from the Chief, IMDSO (ATTN: DELEW-I-S, Fort Meade, MO 20755-5315.) Post rules for reproduction of classified information on or near the designated equipment.

d. Post notices prohibiting reproduction of classified information on equipment used for the reproduction of unclassified information.

e. DOD agencies ensure that equipment used for reproduction of classified information does not leave latent images in the equipment or on other material. Reproduction equipment that leaves latent images on material within the equipment, such as intermediate paper rolls, may be used for reproduction of classified information if the material is properly safeguarded and disposed of as classified waste.