



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER AI 27

March 10, 2011

Incorporating Change 1, April 13, 2017

WHS/ESD

SUBJECT: Control of North Atlantic Treaty Organization (NATO) Classified Documents

- References:
- (a) Administrative Instruction 27, "Control of NATO Classified Documents," October 26, 2006 (hereby cancelled)
 - (b) DoD Directive 5110.04, "Washington Headquarters Services (WHS)," March 27, 2013
 - (c) DoD Directive 5100.55, "United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN)," February 27, 2006
 - (d) United States Security Authority Instruction 1-70, "Implementation of NATO Requirements," April 5, 2007¹

1. PURPOSE. This Administrative Instruction (AI):

- a. Reissues Reference (a) in accordance with the authority in Reference (b).
- b. Implements the policy of Reference (c) and assigns responsibilities and outlines procedures for the handling and control of North Atlantic Treaty Organization (NATO) classified material.

2. APPLICABILITY. This AI:

- a. Applies to the OSD and activities for which the Washington Headquarters Services (WHS) provides administrative support (hereafter called "OSD Components").
- b. Does not apply to the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the U.S. Representative to the NATO Military Committee, or the Military Departments.

¹ Available through the Chief, OSD Subregistry, CMD, ESD.

3. DEFINITIONS. See Glossary.

4. POLICY. In accordance with Reference (c), it is DoD policy to protect the security of NATO classified documents and to limit distribution and access to only those who have a need-to-know and who are cleared for access.

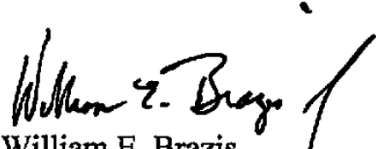
5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. **Cleared for public release.** This AI is available on the DoD Issuances Website at <https://www.esd.whs.mil/DD>.

8. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update references, releasability, and the effective date for accuracy.

9. EFFECTIVE DATE. This AI is effective March 10, 2011.


William E. Brazis
Director
Washington Headquarters Services
MAR 04 2011

Enclosures

1. Responsibilities
 2. Procedures
- Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. DIRECTOR, HUMAN RESOURCES, WHS. The Director, Human Resources, WHS, under the authority, direction, and control of the Director, WHS, shall:

a. Conduct the initial briefing and debriefing for personnel assigned to OSD requiring access to NATO classified material or delegate this duty to component security managers. Component security managers who are delegated this authority will provide certificates to WHS Human Resources Directorate as individuals are briefed or debriefed.

b. Provide the OSD Subregistry with a monthly computer printout of personnel having access to NATO Secret, COSMIC, or ATOMAL information.

2. CHIEF, OSD SUBREGISTRY, CORRESPONDENCE MANAGEMENT DIVISION (CMD), EXECUTIVE SERVICES DIRECTORATE (ESD). The Chief, OSD Subregistry, CMD, ESD, under the authority, direction, and control of the Director, WHS, shall:

a. Process and distribute, by paper copies or electronically, all NATO classified material received in OSD Subregistry.

b. For each of the designated control points, conduct an 18-month inspection of their operation and conduct an annual inventory of their COSMIC and ATOMAL documents as required by the Central United States Registry.

c. Ensure that all OSD personnel holding ATOMAL access clearances receive annual re-briefings.

d. Promptly destroy all documents that are no longer needed or required.

3. HEADS OF OSD COMPONENTS. The Heads of OSD Components who have designated control points shall:

a. Designate in writing a primary and an alternate control officer for each designated control point to implement the procedures in this AI.

b. Submit to Chief, OSD Subregistry, the names and signature specimens of the designees, using the memorandum format in the Figure or the Department of the Army Adjutant General (DAAG) Form 29 at <https://secureweb.hqda.pentagon.mil/cusr>. Report changes in the designation of control officers as they occur.

Figure. Memorandum Format

(LETTERHEAD STATIONERY)

(DATE)

MEMORANDUM FOR CHIEF, OSD SUBREGISTRY, ROOM 3C843, PENTAGON

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

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

OSD COMPONENT:

CONTROL OFFICER:

_____	_____
NAME	SIGNATURE

ALTERNATE CONTROL OFFICER(S):

_____	_____
NAME	SIGNATURE

This list supersedes previous designations made by this office.

Signature Block
Component Head

Enclosure

ENCLOSURE 2

PROCEDURES

1. Designated control points shall:

a. Process and distribute, on a need-to-know basis, all NATO classified material received from the OSD Subregistry. COSMIC and ATOMAL information is only processed through the OSD Subregistry or Central United States Registry, and is under strict control and is accountable through periodic inventories. Designated control points will not reproduce or make any further distribution of COSMIC or ATOMAL information.

b. Assist in conducting annual inventories of NATO classified material as required by U.S. Security Authority Instruction 1-70 (Reference (d)).

c. Assist in the annual re-briefing of personnel assigned to their areas of responsibility who hold an ATOMAL access clearance.

d. Promptly destroy all documents no longer needed or required.

2. The OSD Subregistry shall route all NATO classified documents to the appropriate OSD Components through the designated control points. As noted in section 1, COSMIC and ATOMAL information is under strict control and accountability; however, these documents may be released outside a registry or subregistry on a temporary loan only. The receiving party must be cleared, be responsible for the material in his or her custody, and provide an appropriate storage container or facility. Designated control points will refer requests for loan of COSMIC and ATOMAL documents to the Subregistry. COSMIC and ATOMAL documents shall be returned to the OSD Subregistry when no longer needed.

3. All NATO classified documents will be handled according to Reference (d). Designated control officers shall distribute documents internally to those who have need-to-know, ensure that recipients are cleared, and maintain a record of the location of documents on loan from their control points.

4. The Chief, OSD Subregistry, shall conduct annual inventories of COSMIC and ATOMAL documents on file or loaned. These inventories will be completed by December 31 of each year.

5. 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.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
CMD	Correspondence Management Division
CTS	COSMIC TOP SECRET
CTSA	COSMIC TOP SECRET ATOMAL
DAAG	Department of the Army Adjutant General
ESD	Executive Services Directorate
NATO	North Atlantic Treaty Organization
NCA	NATO CONFIDENTIAL ATOMAL
NSA	NATO SECRET ATOMAL
WHS	Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this AI.

ATOMAL. United States Restricted Data or Formerly Restricted Data that is classified pursuant to the Atomic Energy Act of 1954, as amended, or United Kingdom ATOMIC information that has been officially released to NATO. ATOMAL information is marked either COSMIC TOP SECRET ATOMAL (CTSA), NATO SECRET ATOMAL (NSA), or NATO CONFIDENTIAL ATOMAL (NCA).

Central United States Registry. The sole registry in the United States responsible for the receipt and distribution of NATO classified material entering the United States from NATO Headquarters.

control officers and alternate control officers. Individuals designated in writing by their respective component head or a designated representative as responsible for the security and handling of NATO classified material within their respective components.

control points. For the purposes of this AI, those offices designated by the component head or by his or her designated representative that are responsible for the receipt, control, and internal distribution of NATO classified material received from the OSD Subregistry.

COSMIC TOP SECRET (CTS). This security classification is applied to information the unauthorized disclosure of which would cause exceptionally grave damage to NATO. (NOTE: The marking “COSMIC” is applied to TOP SECRET material to signify that it is the property of NATO. The term “NATO TOP SECRET” is not used.)

document. Includes any recorded information, regardless of its physical form or characteristics, e.g., printed matter, reproductions, resident, or removable computer storage media.

OSD Subregistry. The designated point for all NATO classified material received in OSD from the Central United States Registry.