

HEADQUARTERS  
ARMY SECURITY AGENCY  
Office of the ACoS, G2  
Washington 25, D. C.

Keep

SECURITY CLASSIFICATION GUIDE

Keep Up To Date  
Current as of 25 January 1955

NOTE: A ready reference but in no way does this replace or supersede AR 380-1, AR 380-5, AR 380-30, and AR 380-150, which are the final authorities.

MAY BE REPRODUCED LOCALLY

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It is of paramount importance to preserve a common-sense outlook towards the subject of security. The ideal is the indoctrination of all personnel to the point where they are conscious of the security element involved in the routine discharge of their duties. The protection of classified information must be an integral part of each task and not an additionally imposed burden. The attainment of the desired objective requires sound direction by those in responsible positions and alert performance of duty by all subordinates. Reference paragraph 4b, AR 380-5.

CLASSIFICATION - TOP SECRET

WHEN CLASSIFIED -- The use of the classification TOP SECRET will be limited to defense information or material which requires the highest degree of protection. The TOP SECRET classification will be applied only to that information or material the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation such as - Leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its Allies, a war or The compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense. Par 14, AR 380-5.

AUTHORITY TO CLASSIFY -- Defense information may be classified as TOP SECRET only by authority of the Secretary, Under Secretary, or an Assistant Secretary of the Army; the Chief, Vice Chief, a Deputy Chief, or an Assistant Chief of Staff, Department of the Army; the Chief, Army Field Forces; the Chief of Information, the Chief of Legislative Liaison, The Chief of Civil Affairs and Military Government, and the Comptroller of the Army; heads of Special Staffs, Department of the Army; heads of administrative and technical staffs and services, Department of the Army; major oversea commanders; army commanders; the Commanding General, Military District of Washington, or the Commanding General, Army Antiaircraft Command, Delegation of authority to classify will be limited strictly to those officials capable of evaluating information from the point of view of its sensitivity within the terms of the definition of TOP SECRET. Authority to classify will not be subdelegated except by express permission of the classifying authority. All directives requiring the submission of reports or the publishing of implementing instructions containing defense information which should be classified TOP SECRET will contain a delegation of authority to classify appropriately such reports when authority to classify TOP SECRET has not previously been delegated to the recipients. Par 15, AR 380-5.

HOW MARKED -- The assigned defense classification will be conspicuously marked or stamped (not typed) at the top and bottom of all pages which contain classified defense information. In marking or stamping the classification categories, the letters, when practicable, will be larger than normal lettering. Markings must be conspicuous. Front and back covers, title pages, first and back pages, together with any routing instructions or other papers of any size which conceal or partially conceal the cover, title, first or back page will bear the overall classification of the document. Other pages, except pages of messages to be transmitted electrically, may be classified according to their own content. A cover will be marked on its front and back. See paragraph 68 through 78 of AR 380-5.

TOP SECRET (Cont'd)

HOW TRANSMITTED -- TOP SECRET material will be transmitted by one of the methods listed hereafter: a. By direct contact of official concerned. b. By courier of the Armed Forces Courier Service or officially designated officer, warrant officer or civilian courier. c. By accompanied State Department diplomatic pouch when applicable. d. When encrypted by - (1) All electrical means. (2) United States or international postal service including air mail, and Army, Navy or Air Force postal facilities, as applicable. CAUTION: Under no circumstances will TOP SECRET material be transmitted by mail, express, or electrical means unless encrypted. Par 25 AR 380-5. Personnel preparing TOP SECRET classified documents for transmission will enclose the material in two opaque envelopes or covers, address, return address, and seal the inner envelope or cover, mark the classification on the front and back of the inner envelope so that the markings will be easily seen when the outer cover is removed. Enclose the inner envelope in an opaque outer envelope or cover. The classification markings of the inner envelope or cover should not be detectable. Applicable receipts will be prepared in all cases when transmitting TOP SECRET material. Par 100, AR 380-5, RECEIPT MANDATORY. Par 99, AR 380-5.

HOW CONTROLLED -- A properly cleared officer (commissioned or warrant) or responsible civilian employee will be appointed formally by competent orders as TOP SECRET Control Officer within each command or office that handles TOP SECRET material. Sufficient assistant and/or alternate TOP SECRET control officers may be appointed in order to properly carry out the duties. (The TOP SECRET Control Officer also may be designated as Security Control Officer Par 10, AR 380-5) Par 18, AR 380-5.

HOW STORED -- TOP SECRET material will be stored in a safe, steel file cabinet, or other steel container having a built-in three-position dial type combination lock and of such weight, size, construction, or installation as to minimize possibility of physical theft or damage or tampering. In lieu of such container, in a secure room or vault which is approved for such use by the commander of the installation, and which assures the preceding protection, or under the surveillance of an armed guard if safeguards previously mentioned are not available. Par 26, AR 380-5.

HOW DESTROYED -- TOP SECRET defense material, which becomes eligible for destruction in accordance with approved records control schedules or under the provisions of the SR 345-200-series, will be destroyed by burning, macerating, or pulping by the custodian in the presence of a witnessing officer, warrant officer, or responsible civilian official. If a commissioned or warrant officer, or responsible civilian official is not available at an activity, a reliable noncommissioned officer in grade E-7, E-6, or E-5 will perform the duties of the witnessing officer. The destruction of documents classified TOP SECRET will be individually recorded showing date, place of destruction, exact identity of the document, and signature of custodian, witness, and destruction officer when required. DA Form 546 (Certificate of Destruction of Classified Records) will be used for this purpose. An entry will be made on the TOP SECRET register (DA Form 455) indicating that the TOP SECRET material has been destroyed. Such entry will refer to the appropriate destruction certificate by number and date. Par 27, AR 380-5.

CLASSIFICATION -- SECRET

WHEN CLASSIFIED -- The use of the classification SECRET will be limited to defense information and material the unauthorized disclosure of which could result in serious damage to the nation, such as -- jeopardizing the international relations of the United States; endangering the effectiveness of a program or policy of vital importance to the national defense; compromising important military or defense plans; scientific or technological developments important to national defense and revealing important intelligence operations. Par 28, AR 380-5.

AUTHORITY TO CLASSIFY -- Defense information may be classified as SECRET only by authority of one of the individuals who may classify material TOP SECRET; a general officer; the commanding officer of a depot, post, camp, station, or independent command; the commandant of a general or special service school; the chief of a military mission or group; an Army attache; or a military observer. Delegation of authority to classify will be limited strictly to those officials capable of evaluating information from the point of view of its sensitivity within the terms of the definition of SECRET. Par 30, AR 380-5.

HOW MARKED -- Same as TOP SECRET.

HOW TRANSMITTED -- SECRET material (except cryptographic) may be transmitted between points inside the continental United States as follows: a. Direct contact of officials concerned. b. Electrical means in encrypted form. c. Over approved circuits. d. Courier specifically authorized by the transmitting agency. e. Specifically designated officer or reliable crew member of United States military aircraft. f. Specifically designated masters or commanders of vessels or civil aircraft of United States registry. g. United States registered mail. h. Protected commercial express, air, or surface, under billing which assures the highest degree of protective handling. To transmit SECRET material between points inside and outside continental United States and between points outside continental United States, the following method will be employed: a. As authorized in a through f above. b. United States Post Office registered mail through Army, Navy, and Air Force postal facilities, provided material does not at any time pass out of United States Government control and does not pass through a foreign postal system except as authorized in c. c. United States and Canadian registered mail with registered mail receipt for transmittal between United States Government and/or Canadian Government installations in continental United States, Canada and Alaska. d. Accompanied State Department diplomatic pouch. The Armed Forces Courier Service will not be used for transmission of SECRET material except as authorized by paragraph 2, SR 66-5-1. Par 35, AR 380-5.

HOW CONTROLLED -- SECRET material will be covered by a continuous receipt system (Par 99, AR 380-5), even when such document is being handled within the headquarters of a command, installation, or within a Department of the Army staff agency. Par 33, AR 380-5.

SECRET (Cont'd)

HOW STORED -- SECRET material will be stored in a manner authorized for TOP SECRET, or in metal file cabinets equipped with a steel lock bar and an approved three combination dial type padlock from which the manufacturer's identification numbers have been obliterated. Three combination padlocks, the combinations of which can be changed in the same manner as the combination of a lock affixed to a safe, need not have the manufacturer's identification numbers obliterated. The file cabinets must be of such size, weight, construction, or installation as to minimize the chance of unauthorized physical removal or the possibility of persons gaining unauthorized access by tampering or manipulation. Par 36, AR 380-5.

HOW DESTROYED -- Same as TOP SECRET. Records of destruction will be maintained. Par 37, AR 380-5.

CLASSIFICATION -- CONFIDENTIAL

WHEN CLASSIFIED -- Defense information or material the unauthorized disclosure of which could be prejudicial of the defense interests of the Nation, such as personnel security investigations and other investigations which require protection; operational and battle reports which contain information of value to the enemy; intelligence reports; certain military radio frequency and call sign allocations of special significance; devices and material relating to communications security. Information which indicates strength of our troops, air, and naval forces, identity or composition of units, or quantity of specific items of equipment pertaining thereto. This classification should be limited to information which would be of value to an enemy in determining U.S. and Allied order of battle as it pertains to large units (normally armies), or to a particular task force operating overseas. Documents and manuals containing certain technical information; operational and tactical doctrine; research, development, production, and procurement of munitions of war; mobilizations plans; matters and documents of a personal and disciplinary nature, the disclosure of which could be prejudicial to discipline and morale of the Armed Forces. Par 29, AR 380-5.

AUTHORITY TO CLASSIFY -- Defense information may be classified CONFIDENTIAL by, or by authority of, any commissioned or warrant officer or responsible civilian official. Par 31, AR 380-5.

HOW MARKED -- Same as TOP SECRET.

HOW TRANSMITTED -- Same as SECRET.

HOW CONTROLLED -- CONFIDENTIAL material will be covered by a receipt only when the sender deems it necessary. Par 33, AR 380-5.

HOW STORED -- Same as SECRET.

HOW DESTROYED -- CONFIDENTIAL material and classified waste (notes, drafts, type, typewriter ribbons (when used only once), carbons, plates, stencils, exposed film (developed or undeveloped), and other material used in the preparation of finished documents or material) will be destroyed in a manner authorized for TOP SECRET, except that no record of destruction or witnessing officer is required.



CATEGORY CLASSIFICATION  
CONFIDENTIAL - MODIFIED HANDLING AUTHORIZED

WHEN CLASSIFIED -- When information concerns combat or combat-related operations, actual or simulated, related to all aspects of military planning, intelligence, operation, training, communications, and the logistical support thereof, in continental United States and in oversea areas. Such information includes, but is not limited to the following: a. Training, field and technical manuals, and related materials. b. Photographs, negatives, photostats, diagrams, or models of material. c. Defense procurement plans, including procurement contracts and related matters. d. Communications material and messages. e. Certain documents regarding engineering plans and design details, computation method of processing assembling, which are essential to the functioning or use of an article of material. f. Military maps and aerial photography, and related material, which require wide dissemination for military purposes. g. Information received from or furnished to foreign nations under existing international exchange of information agreements and policies. Par 38, AR 380-5.

AUTHORITY TO CLASSIFY -- Persons authorized to classify material CONFIDENTIAL may designate material as CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED. Authority: Security Branch, G2, ASA.

HOW MARKED -- Each page of a document so classified will be marked or stamped (not typed) top and bottom with this designation. Par 38, AR 380-5.

HOW TRANSMITTED -- Within Continental United States documents and material designated CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED normally will be transmitted by ordinary mail. Outside continental United States CONFIDENTIAL - MODIFIED HANDLING AUTHORIZED defense material will be transmitted by registered mail which is under the control of the United States or Canadian Government, or transmitted by unaccompanied Department of State air or surface pouch. Such documents and material will be securely sealed, inclosed, or wrapped in a manner and with such materials as will insure arrival at destination in good condition. Wrappings or envelopes will bear no outside markings indicative of the classification or identification of its contents. When electrical transmission is necessary, CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED messages will be encrypted except when specifically approved land-lines have been designated for use for this category traffic. Par 38 AR 380-5.

HOW CONTROLLED -- Commanding officers will insure by appropriate indoctrination and other means that maximum security is obtained consistent with operational considerations. Par 38, AR 380-5.

HOW STORED -- Documents and material designated CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED ordinarily will be stored in a container equipped with a reasonably secure locking device or in any other manner as determined by the agency head or commanding officer, which will afford adequate protection. Troops engaged

## CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED (Cont'd)

in combat-related training, field maneuvers, other training exercises, and operations are permitted to possess this material in order to accomplish the training or operational mission. (Messages which are marked "Paraphrase required. Consult cryptocenter before declassifying. Unclassified reply or reference prohibited." will be stored as CONFIDENTIAL material.) Par 38, AR 380-5.

HOW DESTROYED -- CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED material will be destroyed by burning, macerating, shredding, reduction to pulp, or any other equally complete method of destruction. Records of destruction are not required. Authority: Security Branch, G2, ASA.

CATEGORY CLASSIFICATION  
SPECIAL HANDLING REQUIRED  
NOT RELEASABLE TO FOREIGN NATIONALS

WHEN CLASSIFIED - Whenever authorized originators or recipients of documents determine that classified information is contained therein which should be withheld from foreign nationals and the anticipated distribution, transmission, or handling is such that the documents will be liable to inadvertent disclosure to foreign nationals, the authorized originators or recipients will stamp or mark conspicuously on the outside or face of such document a special handling notice as follows:

SPECIAL HANDLING REQUIRED  
 NOT RELEASABLE TO FOREIGN NATIONALS  
 EXCEPT.....  
 BY AUTHORITY OF.....DATE.....

Information will be so stamped or marked only by authority of one of the officials who is authorized to classify material SECRET, or an officer designated by him. Recipients will not alter or remove the stamp or marking except upon the recommendations of an officer or official capable of evaluating information from the point of view of its sensitivity or by authority of the originator. The special handling notice will be cancelled when a document is declassified. Par 115, AR 380-5.

AUTHORITY TO CLASSIFY -- Any official who is authorized to classify material SECRET, or an officer designated by those individuals. Par 115, AR 380-5.

HOW MARKED -- The authorized originators or recipients will stamp or mark conspicuously on the outside or face of such document the SPECIAL HANDLING REQUIRED information. Inner envelopes used to transmit such material will be stamped or marked, although the authority may be omitted. In the case of messages, authorized originators, in addition to marking the face of the messages as previously stated, they will insert the abbreviation "NOFORN" in the internal instructions. Messages containing the "NOFORN" abbreviation will be prepared in accordance with paragraph 32, SR 105-25-2. The abbreviation "NOFORN" will never be used for any other purpose.

HOW TRANSMITTED -- Material marked SPECIAL HANDLING REQUIRED, NOT RELEASABLE TO FOREIGN NATIONALS will be transmitted according to the classification of the material. Par 115, AR 380-5.

HOW CONTROLLED -- According to the instructions applicable to the handling of TOP SECRET, SECRET or CONFIDENTIAL. Under no circumstances will classified documents not having the special handling notice attached be released or disclosed to foreign nationals without proper authorization in accordance with prescribed policies. Special handling notices will be used solely for the purpose of indicating to holders and other handling personnel that the documents involved have already been reviewed by the office of origin or other responsible authority, and that disclosure to foreign nationals is not authorized. Par 115, AR 380-5.

## CATEGORY CLASSIFICATION (Cont'd)

HOW STORED -- According to the degree of protection afforded documents classified TOP SECRET, SECRET or CONFIDENTIAL. Par 115, AR 380-5.

HOW DESTROYED -- According to the degree of protection afforded documents classified TOP SECRET, SECRET or CONFIDENTIAL. Par 115, AR 380-5.

CATEGORY CLASSIFICATION  
RESTRICTED DATA ATOMIC ENERGY ACT OF 1954

WHEN CLASSIFIED -- Material containing RESTRICTED DATA shall be classified as TOP SECRET, SECRET, or CONFIDENTIAL based upon the guidance provided in the Joint Atomic Energy Commission -- Department of Defense Classification Guide for the Military Application of Atomic Energy. RESTRICTED DATA means all data concerning design, manufacture, or utilization of atomic weapons; production of special nuclear material; or use of special nuclear material in the production of energy. Par 2 & 3, AR 380-150.

AUTHORITY TO CLASSIFY -- Individuals authorized to classify material within the three major categories. Material involving or incorporating RESTRICTED DATA will be entrusted only to those individuals having a need-to-know and who have been granted an appropriate security clearance. No individual is entitled to knowledge or possession of RESTRICTED DATA solely by virtue of his rank, position, or security clearance.

HOW MARKED -- One of the categories, TOP SECRET, SECRET, or CONFIDENTIAL, shall be assigned to RESTRICTED DATA and marked or stamped thereon in the same manner as prescribed for other classified documents. In addition, documents and materials containing RESTRICTED DATA shall be marked or stamped (not typed) substantially as follows:

RESTRICTED DATA  
 ATOMIC ENERGY ACT OF 1954

The words "RESTRICTED DATA" in marking or stamping (not typing), shall be in larger letters than the rest of the wording, preferably not less than one-quarter inch in height. All words shall be in capital letters. All documents will be plainly and conspicuously marked or stamped with the RESTRICTED DATA identification not less than once on each page containing RESTRICTED DATA, on the front cover, title page, first page, last page, and back cover. The marking will be so placed that it will not be hidden from view when the pages are clipped or stapled together. Material which does not lend itself to marking or stamping will have securely affixed or attached a tag, sticker, or similar device bearing the RESTRICTED DATA identification. The RESTRICTED DATA identification will be placed on letters of transmittal and inner envelopes. Electrically transmitted messages containing RESTRICTED DATA will contain the notation "RESTRICTED DATA--Atomic Energy Act of 1954" in the internal instructions at the beginning of the text. This notation may be abbreviated "RESDAT." Par 4, AR 380-150.

HOW TRANSMITTED -- Material containing RESTRICTED DATA will be transmitted in the same manner as prescribed for classified defense material bearing the same classification. Par 2, AR 380-150.

HOW CONTROLLED -- Material containing RESTRICTED DATA will be controlled in the same manner as prescribed for classified defense material bearing the same classification. When disseminated to persons outside the armed services

## CATEGORY CLASSIFICATION - RESTRICTED DATA ATOMIC ENERGY ACT OF 1954 (Cont'd)

or the Atomic Energy Commission, documents containing RESTRICTED DATA shall be marked or stamped as follows: "This document contains RESTRICTED DATA within the meaning of the Atomic Energy Act of 1954. Its transmission or the revelation of its contents, in any manner not authorized by that Act, is prohibited by law." In no circumstances will RESTRICTED DATA or classified defense information which has been removed from the RESTRICTED DATA category pursuant to Section 142d of the Atomic Energy Act of 1954 be released to foreign governments or nationals thereof without Department of the Army approval. Requests for such approval will be made through channels to the Assistant Chief of Staff, G2, Department of the Army. Par 2 & 5, AR 380-150.

HOW STORED -- Material containing RESTRICTED DATA will be stored in the same manner as prescribed for classified defense material bearing the same classification. Par 2, AR 380-150.

NOW DESTROYED -- Material containing RESTRICTED DATA will be destroyed in the same manner as prescribed for classified defense material bearing the same classification.

NOTE: For the reporting of compromise of possible compromise of RESTRICTED DATA, consult Par 6, AR 380-150.

CATEGORY CLASSIFICATION  
REGISTERED DOCUMENTS

WHEN CLASSIFIED -- Classified documents, of exceptional importance, which bears a short title and register numbers for which periodic inventory is established. Par 3, AR 380-30.

AUTHORITY TO CLASSIFY -- Heads of Department of the Army staff agencies, Chief Army Field Forces, and commanding generals, Army Antiaircraft Command, continental armies, Military District of Washington, and major oversea commands may register such classified security documents as they are authorized for security reasons. The subordinate commanders may request authority from the major commander in each specific case to register classified material originated by them. Par 4, AR 380-30.

HOW MARKED -- In addition to the markings required for classified documents, each registered document will be marked "Registered Document" and will be assigned a long title, short title and register number. Each registered document will contain a title page and a table of contents. If a registered document consists of more than one volume, each volume will be a separate short title. Paragraphs 43 through 48, AR 380-30.

HOW TRANSMITTED -- Registered documents will be prepared for transmission in accordance with paragraph 100, AR 380-5. A transfer certificate will be placed inside the inner envelope or wrapper. This certificate will list the publications contained in the shipment by short title, register number, office of record, and addressee. Registered documents will be transmitted as SECRET documents (par 35 and 101, AR 380-5), unless the registered documents are TOP SECRET, in which case the transmission requirements pertaining to TOP SECRET will apply (par 25, AR 380-5). Par 18, AR 380-30.

HOW CONTROLLED -- A properly cleared officer (commissioned or warrant) or responsible civilian employee will be formally appointed by competent orders as custodian of registered documents within each command or office having custodial responsibility for these documents. The custodian will possess a TOP SECRET clearance. Custodial duty may be assigned as an additional duty, but only one custodian may be appointed for an organization. An alternate may be designated at the discretion of the commander to act for the custodian, and to receive and deliver registered documents in his absence. The custodian will be responsible to his commanding officer for receiving, accounting, and safeguarding the registered documents issued to or prepared by his command or activity. When the custodian is temporarily absent the alternate will assume the custodian's duties. Paragraphs 5 and 26, AR 380-30.

HOW STORED -- All registered documents, regardless of classification, will be stored as TOP SECRET. Par. 27, AR 380-30.

HOW DESTROYED -- Upon receipt of authorization for destruction, the custodian, in the presence of a witnessing officer, will burn the documents until completely destroyed. DA Form 546, Destruction Certificate, is required. Paragraphs 23 through 25, AR 380-30.

CATEGORY CLASSIFICATION  
FOR OFFICIAL USE ONLY

WHEN CLASSIFIED -- All documents, material, technical information, or any other information relating to the operations and activities of the Department of the Army are considered official information. Certain other official information, not requiring protection in the interest of National Defense, may require special protection in accordance with statutory requirements or in the public interest. Such information includes, but is not limited, to the following: (1) Information pertaining to individuals contained in personnel and medical records, (2) Investigative reports and techniques, information as to identity of confidential informants, and information furnished by them in confidence, (3) Preliminary documents relating to proposed plans of policy development when premature disclosure would adversely affect morale, efficiency, or discipline (4) Training and technical documents which, because of their contents, warrant protection in the public interest, and (5) Information required by statute to be withheld from public disclosure. Paragraph 3, AR 380-1.

AUTHORITY TO CLASSIFY -- Documents may be assigned the term FOR OFFICIAL USE ONLY by any officer (commissioned or warrant), or responsible civilian official designated by the commander or head of a headquarters, agency or office. Paragraph 8, AR 380-1.

HOW MARKED -- Documents requiring protection under these regulations will be stamped or marked with the term FOR OFFICIAL USE ONLY near the bottom of each page. Marking can be limited to the front and back cover when a cover is part of such a document. Paragraph 9, AR 380-1.

HOW TRANSMITTED -- Incoming mail and material marked FOR OFFICIAL USE ONLY will be afforded a higher degree of protection than unclassified official information. Transfer of documents and material ordinarily need not be covered by a receipt unless the sender deems this added protection is necessary. Documents, electrically transmitted messages, and material marked FOR OFFICIAL USE ONLY will be transmitted in the same manner as unclassified documents. Through postal channels, registering of documents of this type is not considered required unless the sender deems the matter of sufficient importance. Electrically transmitted messages which contain information requiring protection will include the words FOR OFFICIAL USE ONLY in the internal instructions line of each message. Paragraph 11, AR 380-1.

HOW CONTROLLED -- Responsibility for safeguarding official information which requires protection rests upon commanders and heads of agencies and individuals having possession of such information. Paragraph 5, AR 380-1.



FOR OFFICIAL USE ONLY (Cont'd)

HOW STORED -- Documents, including copies of electrically transmitted messages, or material marked FOR OFFICIAL USE ONLY, will be stored in as secure a manner as deemed necessary, to insure their protection from unauthorized disclosure. Ordinary lock files, desks, and containers will be considered adequate for storing such documents and materials. Paragraph 11e, AR 380-1.

HOW DESTROYED -- Documents, including copies of electrically transmitted messages, or material marked FOR OFFICIAL USE ONLY, will be destroyed by burning, macerating, shredding, reduction to pulp, or any equally complete method of destruction. Agency heads or commanders concerned may determine the method of destruction for material marked FOR OFFICIAL USE ONLY. Paragraph 12, AR 380-1.

ANY PERSON, CIVILIAN OR MILITARY, WHO BECOMES AWARE OF THE DISCLOSURE, OR  
THE POSSIBILITY OF DISCLOSURE, OF CLASSIFIED DEFENSE INFORMATION TO ANY  
UNAUTHORIZED PERSON, OR THE LOSS OF A CLASSIFIED DOCUMENT, WILL REPORT SUCH  
FACT TO HIS COMMANDING OFFICER OR OFFICE CHIEF. PARAGRAPH 11, AR 380-5.