

file

## DISPOSITION FORM

SECURITY CLASSIFICATION (If any)

/A  
FRIEDMAN

FILE NO.

SUBJECT

Security Handling

TO See Distribution

FROM AG

DATE 29 July 1954

COMMENT NO. 1

Maj. D.M. Grosjean/AG/60219/lm

References: (a) Department of Defense Directive 5200.6, 1 June 1954

(b) Department of Defense Directive 5200.3, 21 December 1953

1. There is certain information, not within the purview of Executive Order No. 10501, which requires protection either in accordance with statutory requirements or in the public interest. Such information includes, but is not limited to the following:

a. Textbooks, syllabi, language dictionaries, telephone directories, etc., which of themselves do not warrant classification, however the wide dissemination of which might be detrimental to the security of the Agency's mission.

b. Records and information which pertain to individuals such as personnel records, medical records, and investigative reports, documents, and proceedings.

c. Information as to the identity of confidential informants and information furnished by them in confidence.

d. Information received in confidence from private individuals, firms, or organizations in connection with bids, proposals, "trade secrets", and reports of a financial, technical, or scientific nature.

e. Information which is, or may reasonably be expected to be, connected with any pending or anticipated litigation before Federal and state courts or regulatory bodies.

f. Advance information on proposed plans to procure, lease or otherwise acquire or dispose of materials, real estate, facilities, or functions, which would provide undue or discriminatory advantage to private or personal interests.

g. Preliminary documents relating to proposed plans and policy development when premature disclosure would adversely affect morale, efficiency or discipline.

h. Examination questions and answers to be used in training courses or in the determination of qualifications of candidates for employment, entrance to duty and advancement or promotion.

2. Pursuant to the Department of Defense Directive, reference (a) above, and the Delegation of Authority to the Director, National Security Agency, from the Secretary of Defense dated 19 May 1954, the term "FOR OFFICIAL USE ONLY" is authorized to be used to protect from unlawful dissemination, the categories of material described in paragraph 1 above.

Approved for Release by NSA on 05-08-2014 pursuant to E.O. 13526

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3. Authority to affix the term, "FOR OFFICIAL USE ONLY", rests with the Chiefs of Staff Divisions and Offices. When a doubt exists as to the use of the term in a specific case, the matter may be referred to the Classification Advisory Panel for decision.

4. In order to provide uniformity in the marking of documents which must be safeguarded from disclosure to foreign nationals, the following procedure, based on the Appendix to Department of Defense Directive 5200.3, reference (b) above, is to be employed:

a. Whenever originators or recipients of classified documents determine that 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, originators or recipients should incorporate special instructions therein, substantially as follows:

SPECIAL HANDLING REQUIRED

NOT RELEASABLE TO FOREIGN NATIONALS

The information contained in this document will not be disclosed to foreign nationals or their representatives.

b. Messages, in addition to the markings described above for other material, will contain the abbreviation NOFORN in the internal instructions of the message.

c. Under no circumstances, however, will classified documents not having the special handling notice attached be released or disclosed to foreign nationals without proper authorization in accordance with policies prescribed within the military departments and other agencies of the Department of Defense. 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.

5. So much of D/F from AG to Chiefs of Staff Divisions and Offices, Subject: Channels to be Used for Messages to USLO, dated 28 May 1954, as refers to the use of the term "U. S. EYES ONLY" is changed and the procedure described in sub-paragraph 4b above will be substituted in its place.

6. Documents requiring legends as indicated above will be marked in the following manner:

a. "SPECIAL HANDLING REQUIRED"

(1) Letters, memoranda, bulletins, orders, typed or longhand, and material in general. Legend will be typed or stamped on upper right hand or lower left hand corner on the first page.

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- (2) Books, pamphlets, printed documents, and bound publications in general.

1. On the cover page only.

b. FOR OFFICIAL USE ONLY

- (1) All matter printed, typed or longhand, which require above legend, will be conspicuously typed or stamped on the bottom of each page.

7. Procurement of stamps for above legends will be through normal supply channels. Size and format will be as follows:

a. SPECIAL HANDLING REQUIRED

- (1) Size for capital letters will be cc8 (17 letters to the inch), and balance of letters will be cc6 lc (24 letters to inch).
- (2) Format.

SPECIAL HANDLING REQUIRED

NOT RELEASABLE TO FOREIGN NATIONALS

The information contained in this document will not be disclosed to foreign nationals or their representatives

b. FOR OFFICIAL USE ONLY

- (1) Size for all letters will be ccl8 (nine letters to inch).
- (2) Format.

**FOR OFFICIAL USE ONLY**

8. The above procedures are being promulgated in NSA Regulations to be published in the immediate future.

  
GEO. E. CAMPBELL  
Colonel, AGC

DISTRIBUTION IV