

Security Note: 14-09

Year: 2009 Authorization: APPROVED

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: POLICY FOR HANDLING AND SAFEGUARDING NORTH ATLANTIC
TREATY ORGANIZATION (NATO) INFORMATION

Ref: (a) SECNAV M-5510.36
(b) MCO 5510.17 W/CH 1, 2

1. This Security Note is published to establish policy for the handling and safeguarding procedures of NATO material in accordance with the United States Security Authority for NATO.
2. Access: Security Coordinators shall ensure a proper security clearance is held prior to requesting access. Interim Access is not authorized for access to NATO material. For access to NATO classified material, a final security clearance at the same level is required (e.g., Cosmic Top Secret requires Final U.S. Top Secret). All requests for access will be submitted to the HQMC Security Manager for approval. Personnel will receive briefings and debriefings as required.
3. Safeguarding: Staff Agencies/Activities will maintain a roster of personnel authorized access to NATO material, a roster of classified NATO holdings and location therein. NATO material will be inventoried on an annual basis by the HQMC, Control Point. Extracts of NATO material must be clearly identified with the originating documents full information. NATO Classified material will be stored in containers approved for the storage of equivalent U.S. material. NATO material may be stored in the same container but must be filed separately from U.S. material.
4. Handling: Reproduction of NATO material is not authorized without prior approval of the HQMC Security Manager. Authority to hand-carry any NATO classified material must be approved by the HQMC Security Manager. Release/Receipt of NATO material will always accompany a Classified Material Distribution Authorization Sheet (NAVMC HQ 795 (2-89)). NATO classified messages will be handled in the same manner as NATO material of the same classification. Destruction of NATO classified material must be accounted for on a Classified Destruction Report (OPNAV 5511/12) and these reports must be

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forwarded to the HQMC Control Point. NATO Restricted is similar in relation to For Official Use Only (FOUO) or Controlled Unclassified Information (CUI). NATO Restricted will be controlled in a manner that would prevent unauthorized disclosure but is not held to the same requirements as NATO Secret or NATO COSMIC TOP SECRET. All incoming and outgoing delivery of NATO material will be completed via the HQMC, Control Point located at:

FOB 2 Navy Annex Rm 1006
Washington, DC 20380

5. Questions regarding this Security Note should be directed to the HQMC Security Manager at (703) 614-2320.


M. M. OLIVER, JR.
By direction