

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129

MSTSPAC 5605
P-15
13 April 1966

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MSTSPAC NOTICE 5605

From: Commander Military Sea Transportation Service, Pacific Area
To: Distribution List

Subj: COMTAC Publication Library; administration of

Ref: (a) NWP 0 (A)
(b) OPNAVINST 5510.1C, Subj: Security Manual for Classified Information

1. Purpose. The purpose of this notice is to improve the handling and accountability of classified COMTAC publications.

2. Background. Inspections have disclosed unsatisfactory conditions in the administration of the COMTAC Publication Library (CPL) in several USNS ships. Discrepancies noted consist of loss of classified publications, failure to conduct inspections and inventories as required by reference (a) and failure to comply with the provisions of reference (b) in the disposition of classified COMTAC publications.

3. Action

a. In compliance with Article 320 of reference (a), and to ensure that the COMTAC Publication Library is properly administered, masters shall appoint a board consisting of two members to inspect the operations of the CPL and insure that:

- (1) The inventory of COMTAC publications is accurate.
- (2) The authorized allowance of COMTAC publications is on board.
- (3) The records of the CPL are properly maintained.
- (4) Classified material in the CPL, or sub-custody, is properly stowed and accounted for.
- (5) All changes have been properly entered in the COMTAC publications.
- (6) Any loss or compromise of classified matter has been reported in accordance with reference (b).

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b. COMSTSPAC shall be notified of any mishandling that could lead to the loss or compromise of classified information.

c. After the initial inspection, additional inspections shall be conducted at least annually, as required by reference (a).

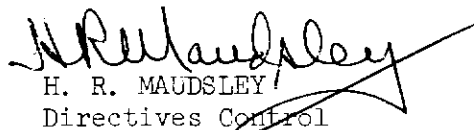
4. Cancellation. This notice is cancelled on 31 July 1966.

T. F. SAUNDERS
Chief of Staff

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