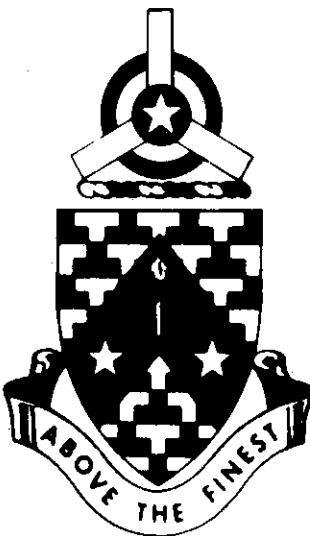


PROGRAMED TEXT

SAFEGUARDING DEFENSE INFORMATION

PT-12340



UNITED STATES ARMY  
PRIMARY HELICOPTER SCHOOL  
FORT WOLTERS, TEXAS

# PROGRAMMED TEXT

**PROGRAM TEXT****FILE NO.:****PROGRAM TITLE**

Safeguarding Defense Information

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**POI SCOPE:** Regulation, precautions, security classifications, and procedures concerning safeguarding military defense information.

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**INSTRUCTOR REFERENCES:**

AR 380-5 - "Espionage Target You"

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**PREPARED BY:**MAJ Williams  
Leadership Branch**DATE:** April 1968

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**REVISED BY:****DATE:**  
APPROVED BY  
FREDERICK B. WELLER, LTC  
Chief, TP&A**DATE:**  
May 1968

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## PREFACE

You, as commissioned and warrant officers, will be in many positions where you will have access to classified defense information. As aviators, you will attend many secret briefings on operations to be conducted days in advance. This information, as well as any defense information, needs to be protected. Much of this information is passed along to numerous enlisted men who also have a need to know. It is your responsibility to teach your men the importance of safeguarding defense information. You must learn why and then how to protect this information.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page 1.

## PERFORMANCE OBJECTIVES

Upon completion of the program, you will be able to:

1. Recognize the importance of safeguarding defense information.
2. Determine who has the overall responsibility for safeguarding defense information.
3. Identify the regulation governing the safeguarding of defense information.
4. Interpret the statement, "In order to obtain access to defense information, you must have the proper clearance and a need to know."
5. Identify the three classification categories of defense information that require protection.
6. Specify categories of classified information that require a receipt upon transfer.
7. Specify when "Confidential" materials require a receipt.
8. Specify who is held responsible for the proper classification of defense information.
9. Select methods of transmitting classified information.
10. Identify the proper procedure for reporting acts of subversion, espionage, and breaches of security.

FRAME 1

The principal reason for the safeguarding of defense information is to preserve the ability of the United States to defend itself against all hostile or destructive action.

The key word is defend. If the enemy has knowledge of our defenses, he can plan an effective aggression upon our soil. In time of war or conflict he could penetrate our perimeters and set up ambushes against our troops with devastating results. A closed mouth and a tight security of all defense information will deny the enemy this vital information.

True or False

The primary purpose for safeguarding defense information is to deny the enemy information and to facilitate an effective aggression program.

TURN TO FRAME 2 PAGE 4

Answer: True

FRAME 8. Refer to page 16 for cover sheet.

The use of the classification SECRET shall be limited to defense information or material the unauthorized disclosure of which COULD RESULT IN SERIOUS DAMAGE TO THE NATION, such as

1. Jeopardizing the international relations of the United States.
2. Endangering the effectiveness of a program or policy of essential importance to the national defense.
3. Compromising important military or defense plans, scientific or technological development important to national defense.
4. Revealing important intelligence operations.

Examples of the material described above might be the following:

1. A war plan or complete plan for a future operation of war not included under TOP SECRET.
2. Defense or other military plans not included under TOP SECRET.
3. Specific information which, standing alone, reveals the military capabilities or state of preparedness of the Armed Forces, but not including information the unauthorized disclosure of which could result in compromise of a TOP SECRET plan.
4. Information that reveals the strength of our forces engaged in hostilities, quantities or nature of their equipment, or the identity or composition of units in an active theater of operations.
5. Communications security devices.
6. Information concerning specific quantities of war reserves.

Examples of information in which the classification SECRET would be attached (during hostile operations) are:

Select all correct answers:

- a. 2nd Battalion 39th Inf. 25th Inf Div
- b. This unit has 683 personnel.
- c. The 1st of the 5th Mech Inf is attached.
- d. The 1st has 21 M-113 Armored Personnel Carriers.

Answer: False (To preserve the ability of the US to defend itself against all hostile or destructive action.)

**FRAME 2**

The lowest echelon or level which is provided with a TO&E intelligence section is the battalion. The individual who has overall responsibility for safeguarding all defense information within his control is the battalion commander.

The commander, however, may delegate authority to his S-2 (intelligence) section to perform security control functions. The battalion commander may delegate authority, but he may not delegate his assigned responsibility.

**True or False**

The S-2 (intelligence) section has overall responsibility of maintaining and performing security control and intelligence functions.

**TURN TO FRAME 3 PAGE 6**

Answer: a, b, c and d (Example 4. Information that reveals the strength of our forces engaged in hostilities, quantities or nature of their equipment, or the identity or composition of units in an active theater of operations.

FRAME 9.

Authority to classify (original classification) SECRET is limited to the following persons.

In addition to those officials listed under TOP SECRET, classification authority for SECRET is limited to:

1. The General Counsel, OSA
2. Chief of Public Information, OSA
3. The Adjutant General
4. Chief of Finance
5. The Judge Advocate General
6. The Inspector General
7. Chief, Army Reserve
8. Chief of Military History
9. Chiefs of Military Missions or Groups
10. Army Attaches

#### RECEIPTING PROCEDURE

When a TOP SECRET or SECRET registered document is removed from its proper place of custody and issued to another person, the custodian will require a signed receipt which not only acknowledges receipt of the document, but accounts for the issued document from the custodian's file.

True or False. Circle the correct letter.

T F Chiefs of Military Missions and Army Attaches are authorized to classify and receipt for TOP SECRET materials.

Answer: False (The battalion commander has overall responsibility for security control and intelligence functions)

FRAME 3.

AR 380-5 prescribes policy and establishes a standard basic procedure within the Department of the Army for safeguarding defense information.

This regulation explains how to identify, classify, downgrade, declassify, disseminate, and protect (by accountability, storage, destruction, and inventory) such information in the interest of national defense.

True or False.

AR 380-5 prescribes the policy and establishes a standard basic procedure for safeguarding nondefense information.

Answer: False. They can only classify SECRET materials.

FRAME 10

Transmission of SECRET material should conform basically to that of TOP SECRET material with following exceptions:

1. Over circuits approved for unencrypted electrical transmission.
2. Specifically designated officer or reliable crew member of United States military aircraft or commanders of vessels of United States registry.
3. Protected commercial transportation, air or surface which assures the required degree of protective handling.
4. United States and Canadian registered mail with registered mail receipt for transmittal between United States Government and/or Canadian Government installation in Continental United States, Canada, and Alaska.

Those exceptions listed above are not all the exceptions. Further reference to these exceptions can be found under Section IV of AR 380-5.

True or False. Circle the correct letter.

T F You, as an aviator, can transport SECRET material by military aircraft provided you have been specifically designated.

Answer: False (AR 380-5 - Safeguarding Defense Information)

FRAME 4.

(In order to obtain access to defense information, you must have the proper clearance and a need to know.)

By proper clearance, we mean security clearance. A security clearance is an administrative determination by competent authority that an individual has been adjudged eligible for access to defense information of a specified category should his duties so require. Having this clearance does not mean that you can have access to any information under that category. You must have a need to know in addition to the clearance to gain access to classified material outside of your specified duty. Need to know may be established in the following manner: published orders and prior coordination stipulating that you need access to a particular area of study or document.

For example -- On or about 29 July 1968, Captain John E. Doe, 05309109, Ord., will proceed to Redstone Arsenal, Alabama, for the purpose of conducting a study on nuclear blast effects. Clearance -- Top Secret.  
(This is an excerpt of a published order)

Complete the following:

In the example above what items in the published order allows CPT Doe access to classified information?

\_\_\_\_\_.

\_\_\_\_\_.

Answer: True

FRAME 11. Refer to page 17 for cover sheet.

The use of the classification CONFIDENTIAL to include CONFIDENTIAL -- MODIFIED HANDLING AUTHORIZED (CMHA) shall be limited to defense information or material the unauthorized disclosure of which COULD BE PREJUDICIAL TO THE DEFENSE INTERESTS OF THE NATION.

CMHA is CONFIDENTIAL information pertaining to combat or combat related operations, actual or simulated. It is given all the precedence and treated as CONFIDENTIAL until combat or combat related situations exist.

Examples of the material described might include the following:

1. Operational and battle reports which contain information of value to the enemy.
2. Intelligence reports.
3. Military radio frequency and call sign.
4. Devices and material relating to communications security.
5. Documents and manuals containing technical information used for training, maintenance, and inspection of classified munitions of war.
6. Mobilization plans.
7. Performance characteristics, test data, design, and production data on munitions of war.

Choose the correct answer.

An example of CONFIDENTIAL material which requires protection in the interests of national defense would be:

- a. A war plan.
- b. Jeopardizing the international relations of the United States.
- c. Radio frequency and call sign.
- d. Information on war reserves.

Answer: Proper clearance (Top Secret) and need to know (For the purpose of conducting a study)

FRAME 5.

Official information which requires protection in the interests of national defense will be limited to three categories of classification: TOP SECRET, SECRET, and CONFIDENTIAL.) No other designation will be used to classify defense information.

Refer to Page 15 For Cover Sheet.

The TOP SECRET classification shall be applied only to that information or material which requires the highest degree of protection, and the unauthorized disclosure of which COULD RESULT IN EXCEPTIONALLY GRAVE DAMAGE TO THE NATION, such as --

1. 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:
2. The compromise of military or defense plans, or intelligence operations, or scientific or technological developments essential to the national defense.

Examples of the type of material described in one and two above might include the following:

1. A strategic plan documenting the overall conduct of a war.
2. War planning documents.
3. Intelligence documents contain success attained by or the capabilities of the United States intelligence services.
4. Essential information concerning radically new and extremely important equipment, such as nuclear and atomic weapons, stockpile data and other munitions of comparable importance which are essential to the national defense.

The cover sheet on page 15 is required by AR 380-5 on all TOP SECRET documents to alert handling personnel that the document is classified and to protect it from unauthorized scrutiny. A cover sheet is required on all TOP SECRET, SECRET and CONFIDENTIAL documents.

Unauthorized disclosure of a TOP SECRET document could result in (Select the correct answer)

- a. war.
- b. diplomatic break.
- c. armed attack against the United States.
- d. all of the above.

Answer: c. Radio frequency and call sign

FRAME 12

Authority to classify CONFIDENTIAL is limited to those officials who have authority to classify TOP SECRET or SECRET. These officials may designate in writing those subordinates that are necessary to exercise the authority to classify CONFIDENTIAL including CONFIDENTIAL -- Modified Handling Authorized.

Transmission of these materials are generally the same as for TOP SECRET and SECRET. Exceptions are listed in Section IV of AR 380-5.

RECEIPTING PROCEDURE:

Confidential material will be covered by a receipt only when the sender requests it. Unless the document or receipt clearly indicates that a continuous receipt is required, there is no requirement for further receipting.

True or False. Circle the correct letter.

T F TOP SECRET or SECRET officials who have authority to classify materials may designate in writing those persons who have a need to classify CONFIDENTIAL materials.

Answer: d. All of the above

FRAME 6

The person who is held responsible for the proper classification of information which requires protection in the interests of national defense is the originator.

Authority to classify (original classification) TOP SECRET is limited within the Army to the following persons:

1. Secretary, Under Secretary, and Assistant Secretaries of the Army.
2. Director of Civil Defense.
3. The General Counsel, OSA.
4. Chief of Staff, Vice Chief of Staff, and Secretary of the General Staff.
5. Heads of the following special staff agencies:
  - a. Chief of Engineers
  - b. The Surgeon General
  - c. Chief, Communications-Electronics
  - d. The Provost Marshal General
6. Commanding General, United States Continental Army Command and commanders of ZI armies and Military District of Washington, U.S. Army.
7. Commanders of the Army components of unified commands (ARADCOM, ARSTRIKE, USAPAL, USARSO, USAREUR, USARPAC).
8. Commanders of major subordinate field commands (Eighth U.S. Army, Seventh U.S. Army, etc).

True or False. Circle correct letter.

T F The Fourth US Army commander has the authority to classify TOP SECRET documents and materials.

Answer: True

FRAME 13

(All military personnel will immediately report to their unit commander or immediate supervisor any attempts of subversion, espionage, and any breaches of security.)

At this time you should stop, and a film will be shown titled "Espionage Target-You". This is a 15 minute film emphasizing the reporting of any attempts of subversion, espionage, or breaches of security.

If you were approached by a person, such as the agent in the film, and asked a question which, if answered, would divulge a military secret, what action would you take? Write your answer in the space below, then continue to the self evaluation exercise, page 18.

Answer: True

FRAME 7.

Transmission of **TOP SECRET** material may be sent by one of two methods. These are:

- 1. Unencrypted
- 2. Encrypted

1. Unencrypted (not coded) **TOP SECRET** material will be transmitted by one of the following means:

- 1. By direct contact of officials concerned
- 2. By courier of the Armed Forces Courier Service
- 3. Officially designated officer or warrant officer
- 4. By accompanied Department of State diplomatic pouch.

2. Encrypted (coded) **TOP SECRET** material may be transmitted by electrical means or by United States or international postal service. Under no circumstances will **TOP SECRET** material be transmitted by mail, express, or electrical means unless encrypted

True or False. Circle the correct letter.

T F **TOP SECRET** material coded, may be sent by United States postal service.

STOP - RETURN TO PAGE 3 FOR FRAME 8.

**SAMPLE**

# **TOP SECRET**

**THIS IS A COVER SHEET**

**BASIC SECURITY REQUIREMENTS ARE CONTAINED  
IN AR 380-5**

**THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED  
IN THE ATTACHED DOCUMENT(S) COULD RESULT IN EXCEPTION-  
ALLY GRAVE DANGER TO THE UNITED STATES**

**RESPONSIBILITY OF PERSONS HANDLING THE ATTACHED DOCUMENT(S)**

1. Enter on DA Form 969 your name and the date you had access to the document(s).
2. Exercise the necessary safeguards to prevent unauthorized disclosure by never leaving the document(s) unattended except when properly secured in a locked safe.
3. Transfer the document(s) only to persons who need to know and who possess the required security clearance.
4. Obtain a receipt whenever relinquishing control of the document(s).

**STORAGE**

Store as prescribed in AR 380-5.

**REPRODUCTION**

TOP SECRET material may be copied, extracted, or reproduced only when the classifying authority has authorized such actions.

**DISPOSITION**

This cover sheet should be removed when document(s) are filed in a permanent file, declassified, or destroyed.

*(This cover sheet is unclassified when separated from classified documents)*

# **TOP SECRET**

DA LABEL 24  
1 FEB 59

PREVIOUS EDITIONS OF THIS LABEL ARE OBSOLETE

OPO : 1953 O - 678802

**SAMPLE**

SAMPLE

# SECRET

THIS IS A COVER SHEET

**BASIC SECURITY REQUIREMENTS ARE CONTAINED  
IN AR 380-5**

THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED  
IN THE ATTACHED DOCUMENT(S) COULD RESULT IN SERIOUS  
DAMAGE TO THE UNITED STATES

**RESPONSIBILITY OF PERSONS HANDLING THE ATTACHED DOCUMENT(S)**

1. Exercise the necessary safeguards to prevent unauthorized disclosure by never leaving the document(s) unattended except when properly secured in a locked safe.
2. Transfer document(s) only to persons who need to know and who possess the required security clearance.
3. Obtain receipt whenever relinquishing control of the document(s), as required by local regulations.

**STORAGE**

Store as prescribed in AR 380-5.

**REPRODUCTION**

1. SECRET material originating in an agency outside the Department of Defense will not be reproduced; copied, or extracted without the consent of the originating agency.
2. The reproduction, extraction or copying of SECRET material originating within the Department of Defense is authorized except when the originator or higher authority has specifically denied this authority.
3. Reproduction of Joint Chiefs of Staff papers is not authorized.

**DISPOSITION**

This cover sheet should be removed when document(s) are filed in a permanent file, declassified, destroyed, or mailed.

*(This cover sheet is unclassified when separated from classified documents)*

# SECRET

DA LABEL 23  
1 FEB 59

PREVIOUS EDITIONS OF THIS LABEL ARE OBSOLETE

6GPO: 1962 O - 646676

SAMPLE

SAMPLE

# CONFIDENTIAL

THIS IS A COVER SHEET

BASIC SECURITY REQUIREMENTS ARE CONTAINED  
IN AR 380-5

THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED IN  
THE ATTACHED DOCUMENT(S) COULD BE PREJUDICIAL TO THE DEFENSE  
INTERESTS OF THE UNITED STATES.

RESPONSIBILITY OF PERSONS HANDLING THE ATTACHED DOCUMENT(S)

1. Exercise the necessary safeguards to prevent unauthorized disclosure by never leaving the document(s) unattended except when properly secured in a locked safe.
2. Transfer the document(s) only to persons who need to know and who possess the required security clearance.
3. Obtain a receipt whenever relinquishing control of the document(s) if required by local regulations.

#### STORAGE

Store as prescribed in AR 380-5.

#### REPRODUCTION

Copies may be made of these documents except when the originating office or higher authority has specifically denied this authority.

#### DISPOSITION

This cover sheet should be removed when document(s) are filed in a permanent file, declassified, destroyed, or mailed.

*(This cover sheet is unclassified when separated from classified documents)*

# CONFIDENTIAL

DA LABEL 22  
1 APR 61

PREVIOUS EDITIONS OF THIS LABEL ARE OBSOLETE.

\* GPO 1961 : O-88346

SAMPLE

Answer: Report to your immediate superior or unit commander.

SAFEGUARDING DEFENSE INFORMATION  
SELF EVALUATION EXERCISE

1. Throughout the world there are many intelligence agents, other than our own, who specialize in obtaining, by any method, defense information about the United States and her allies. There are many types of defense and non-defense information which we must protect. What is the primary reason for the protection or safeguarding of defense information?

a. To insure that all individuals are properly cleared and have a need to know.

b. To insure that each individual is indoctrinated in the particular security procedures which apply to him.

c. To preserve the ability of the United States to defend itself against all hostile or destructive action.

d. To insure that originators of information which requires protection in the interests of national defense will be held responsible for the proper classification.

2. Within the Army structure, the lowest echelon provided with a TO&E intelligence section is the battalion. Who is the individual charged with the overall responsibility for safeguarding all defense information within his control?

a. S2

b. Battalion Commander

c. S1

d. S3

3. What regulation prescribes the policy and establishes a standard basic procedure within the Department of the Army for safeguarding defense information?

- a. AR 380-2 Security precautions in use of telephones.
- b. AR 380-3 Unsolicited correspondence.
- c. AR 380-5 Military security; safeguarding defense information.
- d. AR 380-55 Safeguarding defense information in movement of persons and things.

4. Every officer and warrant officer on active duty must have, at least, a Secret clearance. Having this clearance does not mean that you have access to all defense information with a Secret classification. What must you have in order to obtain access to defense information?

- a. Proper clearance only
- b. A telephone request from your commanding officer
- c. Proper clearance and a need to know
- d. None of the above

5. What are the categories of classification that require protection in the interests of national defense?

- a. Top Secret and Secret
- b. Top Secret and Top Secret Crypto
- c. Top Secret, Secret and FOUO
- d. Top Secret, Secret, and Confidential

6. When a top secret or secret registered document is removed from its proper place of custody and issued to another person, the custodian will require a:

- a. telephone call from the person verifying receipt of the document.
- b. signed receipt.
- c. written affidavit verifying receipt.
- d. top secret or secret cover sheet on the outside of the envelope.

7. When do confidential materials require a receipt?

- a. Only when the sender request it
- b. At all times
- c. Only when transmitted outside the 48 contiguous states
- d. Only when transmitted outside the District of Columbia

8. Who is held responsible for the proper classification of information which requires protection in the interests of national defense?

- a. The Secretary of Defense
- b. Chief of Staff for Intelligence
- c. The Army Board for Classification of Documents
- d. The Originator

9. Top Secret material, unencrypted, may not be sent:

- a. by mail, express, or electrical.
- b. by direct contact of officials.
- c. by courier of the Armed Forces Courier Service.
- d. by Department of State diplomatic pouch.

10. You are sitting at a table having a few drinks when a good looking girl asks if she could join you. After a few drinks, the girl asks some seemingly innocent questions about your unit. After a while, it becomes apparent that some of your answers could be of value to the enemy. What course of action should you take?

- a. Follow the girl and see where she lives
- b. Report this immediately to your unit commander
- c. Try to capture the spy ring
- d. Don't do anything; you have already divulged too many secrets

SAFEGUARDING DEFENSE INFORMATION

Key to Self Evaluation Exercise

1. c. To preserve the ability of the US to defend itself against all hostile or destruction action.
2. b. Battalion Commander
3. c. AR 380-5
4. c. Proper clearance and a need to know.
5. d. Top Secret, Secret, and Confidential.
6. b. signed receipt.
7. a. Only when the sender requests it.
8. d. The originator
9. a. by mail, express, or electrical
10. b. Report this immediately to your unit commander

L2500 Army-Ft. Sill, Okla.