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DEPARTMENT OF THE ARMY  
WILMINGTON DISTRICT, CORPS OF ENGINEERS  
P. O. BOX 1890  
WILMINGTON, NORTH CAROLINA 28401

DR 380-1-2

DISTRICT REGULATION  
No. 380-1-2

1 February 1972

MILITARY SECURITY  
Security and Foreign Relations

1. Purpose and Scope. This regulation implements Department of the Army Regulations and Engineer Regulations; prescribes security and foreign relations policy and procedures for the Wilmington District.
2. References.
  - a. AR 380-5
  - b. AR 380-6
  - c. AR 604-5
  - d. AR 604-10
  - e. ER 380-1-1
3. General. Compliance with security regulations and directives is a command responsibility. The safeguarding of classified information is an individual responsibility of all personnel of the Department of the Army, regardless of grade or position. It is of utmost importance that all personnel who engage in administering security matters have a detailed knowledge of as well as a common-sense outlook toward those matters, for it is imperative that classified information be safeguarded from compromise or possible compromise. The goal sought is the thorough indoctrination of all personnel so that they are completely and instantly conscious of the security implications of the routine discharge of their duties and make the protection of classified information an integral part of every task.
4. Security Organization Appointments.
  - a. The District Security Organization is constituted to provide necessary safeguard to classified information. It is composed of those persons appointed by District Special Orders. Key duties are:
    - (1) Security Officer
      - (a) Top Secret Control Officer
      - (b) Visitor Control Officer
      - (c) Security Control Officer

This regulation supersedes District Regulation 380-1-2 dated 20 February 1970

DR 380-1-2

1 Feb 72

- (2) Deputy District Engineer
  - (a) Assistant Security Officer
- (3) Executive Assistant
  - (a) Assistant Top Secret Control Officer
- (4) Mail and Records Branch
  - (a) Custodian, Classified Documents (Secret and Confidential)
  - (b) Destruction Officer
  - (c) Witnessing Destruction Officer
  - (d) Security Check Officer
- (5) Records Management Officer
  - (a) Responsible Officer for Safeguarding Non-defense Information (FOR OFFICIAL USE ONLY)
- (6) John H. Kerr Reservoir & Dam
  - (a) Custodian, Classified Documents (Secret and Confidential)
  - (b) Security Check Officer
- (7) Philpott Lake
  - (a) Custodian, Classified Documents (Secret and Confidential)
  - (b) Security Check Officer

5. Security Inspections.

a. The District Security Control Officer will conduct an annual security inspection of the District Office and each subordinate activity to insure that an effective security program exists. More frequent inspections will be made if required.

b. Security Checks of Classified Containers. Classified containers will be maintained ONLY in Room 317, Mail & Records Branch, Federal Building, Room 317a, Office of Administrative Services, and one each in the Administrative Offices, Philpott Lake and John H. Kerr Reservoir and Dam.

(1) DA Form 672, Safe and Cabinet Security Record and ENG Form 2521, Weekly Security Check Sheet, will be maintained in accordance with ER 380-1-1. Weekly Security Check Sheet, ENG Form 2521, will be forwarded to the Security Officer on Monday morning after close of week's operation, for review and disposition.

(2) Subject forms will be completed by the properly designated custodian and/or security check officer. In the absence of these persons, forms will be completed by Chief, Division or Branch or next responsible person.

6. Key Control of District Office.

a. The Chief or Acting Chief, Office of Administrative Services is responsible for issuance of keys, duplication of keys, maintenance of records concerning keys, and the changing of keys within the District Office and the Engineer Yard.

b. Duplicate keys of all locked desks, file or storage cabinets, tables and/or other type of office equipment or furniture, will be tagged and maintained in the safe in the Office of Administrative Services.

c. Duplication of keys by any person other than Chief or Acting Chief, Office of Administrative Services will constitute a serious violation of physical security and such violation will be subject to disciplinary action in accordance with appropriate civilian personnel regulations.

d. Loss of keys will be reported immediately to the District Security Officer, and/or Chief or Acting Chief, Office of Administrative Services.

7. "FOR OFFICIAL USE ONLY" information, which is nondefense requiring protection in the public interest, is not within the purview of this regulation. Criteria and procedures for the safe custody, preservation and use of such information are contained in AR 340-16, ER 340-1-1 and District Regulation 340-1-4.

8. Personnel Security.

a. Investigations. All investigations of District employees for clearance purposes or suitability will be processed through the District Security Control Officer. The following investigative agencies will be utilized as indicated.

DR 380-1-2  
1 Feb 72

(1) U. S. Civil Service Commission. The investigative services of the U. S. Civil Service Commission will be utilized to investigate appointees for assignment to positions designated as non-sensitive (where no clearance is to be granted) or for appointees assigned to positions designated as sensitive-noncritical (where a clearance only to include SECRET is required).

(2) U. S. Army Intelligence Command, Fort Holabird, Maryland. The investigative services of this command will be utilized for all Background Investigations and requests for personnel security actions on incumbents, and in all cases where a TOP SECRET clearance is required for sensitive-noncritical and sensitive-critical positions.

b. Clearance Procedures.

(1) Sensitive Positions. An unclassified certificate, DA Form 873 (Certificate of Clearance and/or Security Determination) under EO 10450, will be executed by the District Security Control Officer on all interim and final security clearances for access to SECRET and TOP SECRET information, unless an appropriate certificate of final clearance is already posted in the individual's personnel folder.

(2) Non-Sensitive Positions. A record of investigation under the provisions of Executive Order 10450, Section 3(a), for a non-sensitive position will be recorded on DA Form 873 by the Security Control Officer and will be retained in the personnel folder of the individual concerned.

c. NATO, SEATO AND CENTO Clearances, RESTRICTED DATA Clearances, and CRYPTOLOGIC Clearances. All matters pertaining to such clearances and information relative to such matters will be referred to the District Security Control Officer.

9. Industrial Security. The Industrial Security Program concerns contractors working on Department of Defense projects and their access to classified information. Rules governing this program are contained in Army Regulation 380-130 (Industrial Security Regulation) and Section III (Industrial Security) of ER 380-1-1. All matters pertaining to the Industrial Security Program will be referred to the District Security Control Officer who will maintain a suspense file on the Industrial Security Program correspondence.

10. Safeguarding Defense Information.

a. Internal Transmission.

(1) TOP SECRET Documents. All TOP SECRET documents will be turned over immediately to the TOP SECRET Control Officer. TOP SECRET

documents will not leave the physical location area in which stored. TOP SECRET documents will be worked with or used only in the area where stored.

(2) SECRET Documents.

(a) All SECRET documents will be controlled by the Custodian of Classified Records and Documents. Upon receipt or initiation of a SECRET document, the Custodian will assign a control number and sign for the document in the first block of DA Form 1203. This establishes custody of the document.

(b) The Custodian will establish four separate filing sections for the DA Form 1203. These are:

1. Master Copy File. The No. 1 copy of the DA Form 1203 will be retained in the Master Copy file and will be kept up to date with other copies of the DA Form 1203.

2. Active File. When the SECRET document is physically in the possession of the Custodian, the remaining copies of the DA Form 1203 will be retained in the active file.

3. Suspense File. When a SECRET document is charged out, an original signature copy of the DA Form 1203 will be retained by the Custodian. The Custodian will maintain a suitable suspense file to insure that documents removed during the day are returned to the files and secured prior to the close of the business each day.

4. Inactive File. When final action has been taken to transfer the document in its entirety outside the District, downgrading or declassification action has been taken, or the document has been destroyed, the No. 1 copy of the DA Form 1203 will be transferred to the inactive file from the master file and retained together with appropriate remarks authorizing this action.

(3) CONFIDENTIAL AND CONFIDENTIAL WITH MODIFIED HANDLING Documents.

(a) These documents will be stored, protected and destroyed in accordance with procedures in AR 380-5.

(b) When a CONFIDENTIAL or CONFIDENTIAL WITH MODIFIED HANDLING is charged out, a DA Form 543, Request for Record, will be completed and suspense copy maintained until returned prior to close of business each day.

DR 380-1-2

1 Feb 72

11. Reproduction. Reproduction of SECRET and CONFIDENTIAL, including CONFIDENTIAL WITH MODIFIED HANDLING, will be authorized ONLY by the Security Control Officer or Assistant TOP SECRET Control Officer.

12. Regrading. Each classified document will be reviewed annually by the Custodian and appropriate action office to determine if any regrading action can be taken. Documents will be routinely considered for regrading when handled. In the case of SECRET documents, the annual review will be made in conjunction with the annual 100% inventory which should be accomplished as soon after 1 January each year as possible.

13. Classified Waste. The individual(s) responsible for producing classified waste must insure that all such material ( i.e., drafts, notes, working papers, carbon papers, insecure typewriter ribbons, and other items of material containing classified information) is afforded proper safeguards until it is turned in to the Custodian of Classified Records for appropriate destruction. All material used in preparation must be reviewed and a positive determination made that all classified waste has been removed and turned in.

14. Destruction of Classified Material. Classified material will not be destroyed by operating personnel or those personnel who have signed for the material. All classified material, eligible for destruction in conformity with AR 340-18 series will be processed in accordance with destruction criteria for the classification categories. The necessary documentation for the destruction of classified documents will be prepared by the Custodian of SECRET and CONFIDENTIAL documents. Destruction will be made by Destruction Officer as designated in District Special Orders.

15. Retirement. Classified material will be retired in accordance with the general provisions of AR 340-18 series. The inability to downgrade or the inability to obtain review action from the originating authority will not be considered reasons for retarding retirement actions.

16. Removal of Classified Documents from District Office for Purposes of Work, Conferences, Temporary Duty, Etc.

a. The Security Control Officer will be responsible, except as noted below, for the authorization of removal from the District Office of classified material for official use. Classified material will not be removed from the District Office for the purpose of working on such material at night or for other purposes involving personal convenience.

1 Feb 72

Wherever practical and possible, classified documents required on temporary duty trips should be forwarded by Registered Mail to the agency concerned. In cases where it is necessary that an individual hand-carry a classified document, authority in writing must be obtained from the District Engineer or the Deputy District Engineer. A receipt must be given for the classified document. The document must be kept under personal surveillance at all times while traveling. If available, an official safe should be used for storing the document during stop-overs and periods of temporary duty.

b. Classified material will not be transmitted by mail outside the contiguous 48 states and the District of Columbia without prior approval of higher authority.

17. Emergency Destruction or Removal of Classified Documents.

a. At the present time, there is no plan or a specific order from higher authority for emergency removal of classified documents. The order for evacuation of classified documents will be a decision of the District Engineer.

b. Unless directed otherwise by higher headquarters, the following plan is designed to provide for the emergency removal of classified documents.

(1) In the event of civil disturbances, disaster, enemy action, or other declared emergencies, the following procedures will be followed:

(a) Personnel having classified documents or material in their possession or custody will deliver such documents to the Custodian of Classified Documents, located in Mail and Records Branch.

(b) Upon order of the District Engineer, the TOP SECRET or the Assistant TOP SECRET Control Officer will effect the safe removal of the classified records, insuring that appropriate security is provided such documents during transfer to the designated area.

(c) The TOP SECRET or the Assistant TOP SECRET Control Officer may designate properly cleared personnel of the District Office to accomplish the movement of SECRET and CONFIDENTIAL documents.

(d) In view of continuing incidents or aircraft hijackings, personnel will not hand-carry classified material aboard commercial passenger aircraft.

DR 380-1-2  
1 Feb 72

18. Visitor Control Measures.

a. Chapter 5, ER 380-1-1 prescribes the detailed responsibility and functions of the Visitor Control Officer for the District Office. These duties will be coordinated with the Public Affairs Officer for the District. All matters pertaining to visits by foreign nationals will be processed through the District Visitor Control Officer.

19. Security Indoctrination and Debriefing.

a. Sensitive Positions

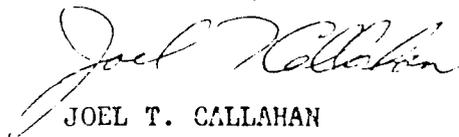
(1) Personnel appointed to sensitive positions will require a security clearance and will be required to read the Security Indoctrination Packet furnished by the District Security Control Officer at time of appointment and annually thereafter. They will also execute a Personal Security Statement (ENG Form 3544) acknowledging contents of the packet. Annotation of the form will be made after the annual familiarization. This indoctrination is the responsibility of office chiefs who will also maintain necessary files for the ENG Forms 3544.

(2) At the time an individual who has occupied a sensitive position terminates employment or is reassigned, he will be required to execute a Security Termination Statement and Debriefing Certificate (DA Form 2962). This debriefing will be accomplished by the Security Officer or Assistant Security Officer.

b. Non-Sensitive Positions. Personnel appointed to non-sensitive positions will be indoctrinated by their supervisors in accordance with ER 380-1-1, Section IV, par. 4-3a. Indoctrination will be made a matter of record by the supervisor entering the date of orientation on Standard Form 7B (Employee Record Card).

20. No person is entitled to have knowledge of, possession of, nor access to, security information solely by virtue of his office, position, or security clearance; ONLY on a "need-to-know" basis. SAFEGUARDING defense information, however, is the responsibility of each individual.

FOR THE DISTRICT ENGINEER:



JOEL T. CALLAHAN  
Major, Corps of Engineers  
Deputy District Engineer

DISTRIBUTION:

2 Plus  
Ea Supervisor's Handbook