

NATO Information Short **Student Guide**

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Center for Development of Security Excellence

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NATO Information Short

Introduction

You have a new email from your supervisor. You have new duties that will require access to North Atlantic Treaty Organization, or NATO, information.

Email: I have new tasks for you that will require you to have access to NATO information.

The North Atlantic Treaty Organization is a political and military alliance created to safeguard the freedom and security of its member countries from Europe and North America. These countries consult and cooperate in the fields of security and defense. NATO may also create and possess information for strategic use that must be protected.

The United States requirements for marking, storing, disseminating, and handling NATO Information can be found in the United States Security Authority for NATO, or USSAN, Instruction 1-07, DOD Directive, or DODD, 5100.55, United States Security Authority for North Atlantic Treaty Organization Affairs, or USSAN, and the DOD Manual, or DODM, 5200.01, "DOD Information Security Program," Volumes 1 through 3.

The course objective is listed below:

- Apply the requirements for accessing, marking, storing, disseminating, and reproducing NATO information.

What is NATO Information?

NATO information must be either generated by or for NATO, released into the NATO security system by a member nation, or sent directly to the U.S. from another NATO member nation and marked "NATO." Regardless of the source, all information marked NATO must be controlled under the NATO Security Program and its directives. The NATO Security Program ensures the protection of NATO information under the NATO security regulations. Before the United States can release information to NATO, the U.S. must provide "RELEASABLE TO NATO" statements. These statements indicate the information has been authorized under applicable disclosure policies for release to NATO. The NATO Information must be dispatched and controlled by NATO.

Accessing NATO Information

You have a new email from your supervisor:

Email: Greetings. There are several things you need to do before you can access NATO information to perform your new duties. Given your new need-to-know and current TOP SECRET eligibility, I will arrange your NATO security briefing with the security office.

Need-to-know isn't enough to access NATO information. Since you already have TOP SECRET eligibility, your supervisor is arranging a NATO security briefing for you with the security office.

To access NATO information, you are required to have a need-to-know, the proper U.S. eligibility level, and a NATO security briefing for the specific level and type of NATO and/or ATOMAL information needed for you to do your job.

NATO briefings may vary, but at minimum they must provide:

- An overview of what NATO information is
- Its classification markings and categories
- Access authorization requirements
- An overview of the Central United States Registry, or CUSR, system
- Record management and accounting procedures
- Safeguarding and storage requirements
- Transmission requirements
- Destruction requirements
- Security incident procedures and reporting requirements

You will learn more about these in this Short. Visit the Short Resources to access a job aid on the CUSR system.

NATO Classification Levels Overview

You have a new email from your security official to confirm your upcoming briefing time. It includes a read-ahead on NATO classification levels.

Email: Greetings! Your briefing has been scheduled for Thursday morning. To prepare for your briefing, please read the attached overview of NATO classification levels. Let me know if you have any questions.

COSMIC TOP SECRET

Applied when the unauthorized disclosure of the information would cause exceptionally grave damage to NATO

- The term "COSMIC" is applied to identify it as NATO TOP SECRET.
- The term "NATO TOP SECRET" is not used.

NATO SECRET

Applied when the unauthorized disclosure would cause serious damage to NATO

NATO CONFIDENTIAL

Applied when the unauthorized disclosure would be damaging to the interests of NATO

NATO RESTRICTED

Applied when the unauthorized disclosure would be disadvantageous to the interests of NATO

- “NATO RESTRICTED” is a security classification not equivalent to a U.S. security classification level.
- Safeguard it as Foreign Government Information or FGI with its own access, processing, storing, and destruction requirements in accordance with DODM 5200.01 V3 and USSAN 1-07.

NATO UNCLASSIFIED

Applied when the information does not meet criteria for classification

- This is official information that is the property of NATO.
- Information marked as “NATO UNCLASSIFIED” may only be used for official NATO purposes and may carry administrative or dissemination limitation markings.
- Safeguard it as Foreign Government Information or FGI with its own access, processing, storing, and destruction requirements in accordance with DODM 5200.01 V3 and USSAN 1-07.
- Access is permitted to non-NATO entities when such access would not be detrimental to NATO. This is similar to U.S. Government official information that must be reviewed prior to public release.

ATOMAL

Used to further define NATO classification in conjunction with:

- U.S. Restricted Data (RD) or Formerly Restricted Data (FRD) that is classified pursuant to the Atomic Energy Act of 1954, as amended, provided it has been officially released to NATO, or
- United Kingdom ATOMIC information that has been officially released to NATO

Activity: Access Introduction

You have a new email from your security official.

Email: Thank you for coming into the security office for your security briefing. You are now authorized to access up to COSMIC TOP SECRET information.

Activity: Access 1

Before you start your new task, what are the requirements for access to NATO information?

Select all that apply. Check your answers in the Answer Key at the end of this Student Guide.

- Identification card and network access
- Organizational welcome briefing
- Need-to-know
- Proper U.S. eligibility level
- NATO security briefing for specific level and type of information

Activity: Access 2

Your first task will also involve NATO UNCLASSIFIED information. What protections does this type of information require?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Protections similar to U.S. Confidential information
- Protections similar to U.S. Secret information
- Protections similar to U.S. Top Secret information
- Protections similar to FGI

Marking NATO Information

Required NATO information markings include banner line markings and portion markings. The required banner line and portion markings for each level of NATO information include those listed onscreen. Note that document markings may vary depending on whether the document

consists entirely of NATO classified information or if NATO information is incorporated into a U.S. document.

Banner Line	Portion Marking
//COSMIC TOP SECRET ATOMAL	(//CTS-A)
//NATO SECRET ATOMAL	(//NS-A)
//NATO CONFIDENTIAL ATOMAL	(//NC-A)
//COSMIC TOP SECRET	(//CTS)
//NATO SECRET	(//NS)
//NATO CONFIDENTIAL	(//NC)
//NATO RESTRICTED	(//NR)
//NATO UNCLASSIFIED	(//NU)

NATO Only

When a document consists entirely of NATO classified information, use only NATO portion markings and banner lines. Do not include the classification authority block, or CAB, or the Not Releasable to Foreign Nationals, or NOFORN, marking. The NOFORN marking is applied to classified intelligence information that may not be released in any form to foreign governments, foreign nationals, foreign organizations, or non-U.S. citizens without permission of the originator of the information.

NATO & U.S.

When NATO information appears in U.S. documents only the portions with NATO information will be marked with the NATO portion markings. The banner lines must indicate the highest level of classification in the document, whether that is the U.S. information or the U.S. equivalent classification for the NATO information. Following the classification marking, the banner lines also include two forward slashes and the text “FGI NATO” to indicate the presence of Foreign Government Information that fall under NATO information security processes and procedures. A statement is required to appear on the face of the U.S. document to clearly identify the presence of NATO classified information and its level of classification within the U.S. document.

Activity: Marking

```
//NATO SECRET

THIS DOCUMENT CONTAINS NATO
SECRET INFORMATION

(//NOFORN)
////////////////////
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\.

(//NS) //////////////////
//////////

(//NS)
////////////////////.
```

In this document containing only NATO information, which marking is incorrect?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Banner line
- NATO SECRET statement
- (//NOFORN) portion marking
- (//NC) portion marking

Storing NATO Information

You have a new email from your supervisor:

Email: Hello again! We are having a welcome brunch for the new employees, we hope you can make it to The Chow in an hour! Make sure you view the attachment about how to store NATO information before you leave. Let me know if you have any questions.

Information designated NATO CONFIDENTIAL or higher requires the same physical security safeguards as information with the equivalent U.S. classification. NATO RESTRICTED information may be stored in a locked file cabinet, bookcase, desk, or other container in a room or building that only authorized personnel may access. Physical and electronic storage requirements vary.

Physical Storage

For physical storage, you must store NATO information separately from non-NATO information. In addition, ATOMAL information must be stored separately from non-ATOMAL information. To meet these requirements, use separate containers, separate drawers, or separate file dividers. To properly safeguard stored NATO classified information, storage container combinations must be changed annually or when an individual who has access to the combination departs, or anytime the combination is compromised, or compromise is suspected.

Electronic Storage

For electronic storage, automated information systems and networks must be accredited to process, store, transmit, and account for NATO information in accordance with NATO policy requirements. Additionally, your organization must provide you with agency-specific instructions. As a user with access, you are responsible for applying this guidance when handling NATO information on these systems. NATO network accreditation requires additional measures than those used to process U.S. information.

Activity: Storing 1

Before you leave the office, where should you physically store this NATO UNCLASSIFIED document?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- Under a coversheet on the desk
- Hidden under the keyboard
- Uncovered on the desk
- In a locked drawer

Activity: Storing 2

In the drawer, where can you physically store this NATO UNCLASSIFIED document?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Anywhere, as long as the drawer is locked
- In a folder with other UNCLASSIFIED documents
- Behind a separate divider for NATO information

Disseminating NATO Information

You have a new email from your supervisor:

Email: Good afternoon, I'm scheduling a working session with our teammates from the other offices for your new project. Can you make sure everyone has the needed information, including NATO information?

Recall that access requires need-to-know, the proper eligibility level, and the appropriate NATO security briefing. You must ensure that team members have access authorization prior to disseminating any NATO information. NATO access authorizations are required for all modes of NATO information, including oral, written, visual, and electronic. Agencies and organizations must maintain records of all personnel and their current NATO access level, so seek assistance as needed from your Security Officer, NATO Sub-registry, or Control Point.

For additional policy guidance, refer to USSAN 1-07, Section 5, and DODM 5200.01, Volume 3, Enclosure 2, Section 17. You can access these on the Resources page. The dissemination requirements for physical NATO information differ from the requirements for electronic NATO information.

Physical Copies

For physical copies, domestic transmission methods are based on the NATO classification level.

NATO Classification	Approved Transmission Methods
COSMIC TOP SECRET COSMIC TOP SECRET ATOMAL	<ul style="list-style-type: none"> ○ Registry system by cleared government courier (i.e., diplomatic pouch or military courier service)
NATO SECRET SECRET ATOMAL NATO CONFIDENTIAL CONFIDENTIAL ATOMAL	<ul style="list-style-type: none"> ○ Cleared courier ○ Appropriately cleared employee possessing courier identification and authorization ○ U.S. registered mail using same provisions as prescribed for U.S. classified material, with few exceptions

Note: Delivery receipts are required for COSMIC TOP SECRET, NATO SECRET, and all ATOMAL information.

Electronic Copies

Electronic dissemination:

- Must take place over a NATO accredited network or automated information system
- Cannot include COSMIC TOP SECRET or ATOMAL information

Electronic transmission of NATO classified information is only permitted on a network or information system accredited to handle NATO information. Electronic transmission is prohibited for COSMIC TOP SECRET or ATOMAL information.

Activity: Dissemination 1

You need to share a NATO SECRET document stored on the Y drive of a NATO accredited network. What is the first step to take to disseminate it to your project team?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- Verify that the project team has access to the Y drive
- Download the file to transfer to an unclassified network
- Ensure access authorization for each team member
- Gather contact information for each team member

Activity: Dissemination 2

Can you transmit NATO SECRET information electronically?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- No. NATO SECRET documents can only be sent physically by cleared courier with delivery receipt.
- No. NATO documents cannot be transmitted electronically.
- Yes. Since the document is NATO SECRET, it can be transmitted electronically over a NATO accredited network.

Reproducing NATO Information

You have a new email from your supervisor asking you to make copies of the document containing NATO information.

Email: Good afternoon, Please make copies of the document to prepare for tomorrow's meeting.

The NATO information classification level determines the requirements for reproducing that information.

For policy guidance, please review USSAN 1-07, Section 5, and DODM 5200.01, Volume 3, Enclosure 2, Section 17. These are available through the Resources.

COSMIC

Only the Central United States Registry (CUSR) and COSMIC Sub-registries may reproduce COSMIC documents. COSMIC Sub-registries must report the number of copies to the CUSR, and the CUSR must maintain records of the exact numbers and locations of copies.

The CUSR is the sole registry in the U.S. responsible for the receipt and distribution of NATO classified material entering the U.S. from NATO Headquarters. A Sub-registry is a designated point for NATO classified material received from the CUSR.

ATOMAL

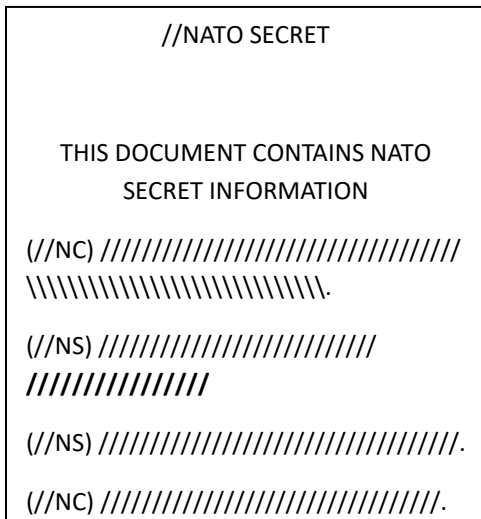
Only the Central United States Registry (CUSR), ATOMAL Sub-registries, and ATOMAL Control Points may reproduce ATOMAL documents.

The CUSR is the sole registry in the U.S. responsible for the receipt and distribution of NATO classified material entering the U.S. from NATO Headquarters. A Sub-registry is a designated point for NATO classified material received from the CUSR.

NATO SECRET & Below

Reproduction of documents that are NATO SECRET and below is permitted under a strict need-to-know principle, if it has not been restricted by the originator. Copies must be accounted for and safeguarded as the original.

Activity: Reproducing 1

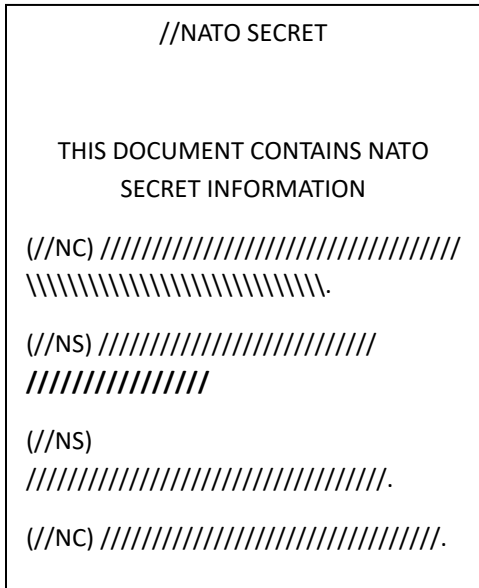


Can this NATO SECRET document be reproduced?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- No. Only the CUSR may reproduce NATO SECRET documents.
- Yes. Copies are permitted with no restrictions.
- Yes. Copies may be permitted by the originator under strict need-to-know.
- No. Only sub-registries may reproduce NATO SECRET documents.

Activity: Reproducing 2



Before you make copies of this NATO SECRET document, what are the restrictions for reproducing it?

Select the best response. Check your answer in the Answer Key at the end of this Student Guide.

- You must report the copies to the CUSR and maintain records of their location.
- You must account for and safeguard the copies you create the same as the original.
- You must immediately destroy the copies after use by ripping them up.

Security Incidents

You have a new email from your supervisor asking you to make copies of the document containing NATO information. Take a moment to review it.

Email: Since you are someone with access to NATO information, I wanted to remind you of your responsibilities if you find NATO information unsecured or unattended.

1. *Notify me (as your security official) or the registry system official immediately.*
2. *Protect the area and the information until an official arrives. If you cannot wait, lock it in a security container or take it to an appropriately cleared security or registry system official and get a receipt.*

Conclusion

Congratulations. You have completed the NATO Information Short. You should now be able to apply the requirements for accessing, marking, storing, disseminating, and reproducing NATO information. Visit the Short's Resources for a job aid on the Central United States Registry, its system of Sub-Registries, and Control Points.

Appendix A: Answer Key

Activity: Access 1

Before you start your new task, what are the requirements for access to NATO information?

- Identification card and network access
- Organizational welcome briefing
- Need-to-know (correct answer)
- Proper U.S. eligibility level (correct answer)
- NATO security briefing for specific level and type of information (correct answer)

Feedback: *The requirements to access NATO information are a need-to-know, the proper U.S. eligibility level, and a NATO security briefing for the specific level and type of information.*

Activity: Access 2

Your first task will also involve NATO UNCLASSIFIED information. What protections does this type of information require?

- Protections similar to U.S. Confidential information
- Protections similar to U.S. Secret information
- Protections similar to U.S. Top Secret information
- Protections similar to FGI (correct answer)

Feedback: *NATO UNCLASSIFIED is applied when the information does not meet criteria for classification but requires protections similar to FGI—but with its requirements.*

Activity: Marking

In this document containing only NATO information, which marking is incorrect?

- Banner line
- NATO SECRET statement
- (//NOFORN) portion marking (correct answer)
- (//NC) portion marking

Feedback: *The first paragraph has NOFORN as the portion marking. A document consisting of entirely NATO classified information cannot contain NOFORN information.*

Activity: Storing 1

Before you leave the office, where should you physically store this NATO UNCLASSIFIED document?

- Under a coversheet on the desk
- Hidden under the keyboard
- Uncovered on the desk
- In a locked drawer (correct answer)

Feedback: NATO UNCLASSIFIED information may be stored in a locked file cabinet, bookcase, desk, or other container in an office that only authorized personnel can access.

Activity: Storing 2

In the drawer, where can you physically store this NATO UNCLASSIFIED document?

- Anywhere as long as the drawer is locked
- In a folder with other UNCLASSIFIED documents
- Behind a separate divider for NATO information (correct answer)

Feedback: NATO information should always be stored separately from UNCLASSIFIED information.

Activity: Dissemination 1

You need to share a NATO SECRET document stored on the Y drive of a NATO accredited network. What is the first step to take to disseminate it to your project team?

- Verify that the project team has access to the Y drive
- Download the file to transfer to an unclassified network
- Ensure access authorization for each team member (correct answer)
- Gather contact information for each team member

Feedback: When permitted, classified NATO information may only be transmitted electronically over a NATO accredited network to personnel with a need-to-know, the proper U.S. eligibility level, and the appropriate NATO briefing.

Activity: Dissemination 2

Can you transmit NATO SECRET information electronically?

- No. NATO SECRET documents can only be sent physically by cleared courier with delivery receipt.

- No. NATO documents cannot be transmitted electronically.
- Yes. Since the document is NATO SECRET, it can be transmitted electronically over a NATO accredited network. (correct answer)

Feedback: *When permitted, classified NATO information may only be transmitted electronically over a NATO accredited network.*

Activity: Reproducing 1

Can this NATO SECRET document be reproduced?

- No. Only the CUSR may reproduce NATO SECRET documents.
- Yes. Copies are permitted with no restrictions.
- Yes. Copies may be permitted by the originator under strict need-to-know. (correct answer)
- No. Only sub-registries may reproduce NATO SECRET documents.

Feedback: *Reproduction of NATO SECRET documents is permitted under strict need-to-know principle, if not restricted by the originator.*

Activity: Reproducing 2

Before you make copies of this NATO SECRET document, what are the restrictions for reproducing it?

- You must report the copies to the CUSR and maintain records of their location.
- You must account for and safeguard the copies you create the same as the original. (correct answer)
- You must immediately destroy the copies after use by ripping them up.

Feedback: *For a NATO SECRET document, you must account for and safeguard any copies as you would the original.*