



## ADMINISTRATIVE INSTRUCTION 27

### CONTROL OF NATO CLASSIFIED DOCUMENTS

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<b>Originating Component:</b>	Office of the Director of Administration and Management
<b>Effective:</b>	August 18, 2022
<b>Releasability:</b>	Cleared for public release. Available on the Directives Division Website at <a href="https://www.esd.whs.mil/DD/">https://www.esd.whs.mil/DD/</a> .
<b>Reissues and Cancels:</b>	Administrative Instruction 27, "Control of North Atlantic Treaty Organization (NATO) Classified Documents," March 10, 2011, as amended
<b>Approved by:</b>	Regina Meiners, Acting Director, Washington Headquarters Services

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**Purpose:** In accordance with the authority in DoD Directive 5110.04 and DoD Instruction 5025.01, this issuance:

- Implements policy established in DoD Directive 5100.55.
- Assigns responsibilities and provides procedures for the handling and control of North Atlantic Treaty Organization (NATO) classified material.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance:

a. Applies to OSD, the Office of Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities that are serviced by Washington Headquarters Services (WHS), referred to collectively in this issuance as the “WHS-serviced Components.”

b. Does **not** apply to the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the U.S. representative to the NATO Military Committee, or the Military Departments.

### **1.2. POLICY.**

In accordance with DoD Directive 5100.55, the DoD will protect the security of NATO classified documents and limit distribution and access only to those who have a need to know and are cleared for access.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR, HUMAN RESOURCES DIRECTORATE (HRD).**

Under the authority, direction, and control of the Director, WHS, the Director, HRD:

a. Conducts the initial briefing for personnel assigned to WHS-serviced Components requiring access to NATO classified material or delegates this duty to Component security managers. Component security managers who are delegated this authority:

(1) Provide certificates to the individuals who are briefed and debriefed.

(2) Notify the HRD of personnel who are briefed and debriefed.

b. Provides the OSD Sub-registry with a monthly computer printout of personnel having access to NATO SECRET, COSMIC TOP SECRET, or ATOMAL information.

### **2.2. WHS-SERVICED COMPONENT HEADS WHO HAVE DESIGNATED CONTROL POINTS.**

The WHS-serviced Component heads who have designated control points:

a. Designate, in writing, a primary and an alternate control officer for each designated control point to implement the procedures in this issuance.

b. Submit to the Chief, OSD Sub-registry, the names and signature specimens of the designees in accordance with Section 3.

c. Report changes in the designation of control officers as they occur.

### SECTION 3: OSD SUB-REGISTRY SUBMISSION PROCEDURES FOR WHS-SERVICED COMPONENT HEADS WHO HAVE DESIGNATED CONTROL POINTS

WHS-serviced Component heads who have designated control points must submit the names and signature specimens of the designees, in accordance with Paragraph 2.2., to the Chief, OSD Sub-registry, using the:

- a. Department of the Army Adjutant General Form 29-1 (available through office sub-registries); or
- b. Memorandum format in Figure 1.

**Figure 1. Memorandum Format**

(LETTERHEAD STATIONARY)	
(DATE)	
MEMORANDUM FOR CHIEF, OSD SUBREGISTRY, ROOM 3C843, PENTAGON	
SUBJECT: Designation of COSMIC, ATOMAL, and Alternate Control Officers	
The following individuals are hereby designated as primary and alternate control officers for COSMIC or ATOMAL material, or both, for:	
WHS-SERVICED COMPONENT:	
_____	
CONTROL OFFICER:	
_____	_____
NAME	SIGNATURE
ALTERNATE CONTROL OFFICER(S):	
_____	_____
NAME	SIGNATURE
This list supersedes previous designations made by this office.	
Signature Block Component Head	

## SECTION 4: GENERAL PROCEDURES

### 4.1. OSD SUB-REGISTRY, CORRESPONDENCE MANAGEMENT DIVISION, EXECUTIVE SERVICES DIRECTORATE.

The OSD Sub-registry, Correspondence Management Division, Executive Services Directorate:

a. Processes and distributes, by paper copies or electronically, all NATO classified material received.

b. Conducts an 18-month inspection of assigned control point operations, as required by the Central U.S. Registry.

c. Ensures that all OSD personnel holding ATOMAL access clearances receive annual briefings.

d. Routes all NATO classified documents to the appropriate WHS-serviced Components through the designated control points.

e. Ensures that COSMIC TOP SECRET and ATOMAL information is under strict control and accountability. These documents may be released outside a registry or sub-registry on a temporary loan only.

(1) The receiving party must be cleared and responsible for the material in their custody.

(2) Designated control points will refer a request for loan of COSMIC TOP SECRET and ATOMAL documents to the OSD Sub-registry when no longer needed.

f. Conducts annual inventories of COSMIC TOP SECRET and ATOMAL documents on file or loaned. These inventories will be completed by December 31 of each year.

g. Promptly destroys all documents that are no longer needed or required.

### 4.2. DESIGNATED CONTROL POINTS.

Designated control points will:

a. Process and distribute, on a need-to-know basis, all NATO classified material received from the OSD Sub-registry.

(1) COSMIC TOP SECRET and ATOMAL information is:

(a) Processed only through the:

1. OSD Sub-registry; or

2. Central U.S. Registry.

(b) Under strict control and is accountable through periodic inventories.

(2) Designated control points will not reproduce or make any further distribution of COSMIC TOP SECRET or ATOMAL information.

b. Assist in:

(1) Conducting annual inventories of NATO classified material, pursuant to United States Security Authority Instruction 1-07.

(2) The annual briefing of personnel assigned to their areas of responsibility who hold an ATOMAL access clearance.

c. Promptly destroy all documents that are no longer needed or required.

#### **4.3. NATO CLASSIFIED DOCUMENTS.**

All NATO classified documents will be handled in accordance with United States Security Authority Instruction 1-07. Designated control officers will:

a. Distribute documents internally to those who have a need to know.

b. Ensure that recipients are cleared.

c. Maintain a record of the location of documents on loan from their control points.

#### **4.4. SUPERSEDED DOCUMENTS.**

All COSMIC TOP SECRET and ATOMAL documents superseded or no longer needed will be returned to the OSD Sub-registry for destruction.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
HRD	Human Resources Directorate
NATO	North Atlantic Treaty Organization
WHS	Washington Headquarters Services

### G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

<b>Term</b>	<b>DEFINITION</b>
<b>ATOMAL</b>	<p>U.S. restricted data or formerly restricted data that is classified pursuant to Chapter 23 of Title 42, United States Code or United Kingdom atomic information that has been officially released to NATO.</p> <p>ATOMAL information is marked either:</p> <p style="padding-left: 40px;">“COSMIC ATOMAL”;                      “NATO SECRET ATOMAL”; or                      “NATO CONFIDENTIAL ATOMAL.”</p>
<b>Central U.S. Registry</b>	The sole registry in the United States responsible for the receipt and distribution of NATO classified material entering the United States from NATO Headquarters.
<b>control officer</b>	An individual designated in writing by their respective Component head, or a designated representative, who is responsible for the security and handling of NATO classified material within their respective Component.
<b>control point</b>	An office designated by the Component head, or by their designated representative, that is responsible for the receipt, control, and internal distribution of NATO classified material from the OSD Sub-registry.



<b>Term</b>	<b>DEFINITION</b>
<b>COSMIC TOP SECRET</b>	<p>A security classification applied to information the unauthorized disclosure of which would cause exceptionally grave damage to NATO.</p> <p>The marking “COSMIC” is applied to Top Secret material to signify that it is the property of NATO. The term “NATO Top Secret” is <b>not</b> used.</p>
<b>document</b>	<p>Any recorded information, regardless of its physical form or characteristics (e.g., printed matter, reproduction, resident, removable computer storage media).</p>
<b>OSD Sub-registry</b>	<p>The designated point for all NATO classified material received by OSD from the Central U.S. Registry.</p>

## REFERENCES

- DoD Directive 5100.55, “United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN),” February 27, 2006
- DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013
- DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
- United States Code, Title 42, Chapter 23
- United States Security Authority Instruction 1-07, “Implementation of NATO Requirements,” April 5, 2007<sup>1</sup>

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<sup>1</sup> Available through the Chief, OSD Sub-registry, Correspondence Management Division, Executive Services Directorate.