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CORRIGENDUM 2 to
VOLUME II to
C-M(55)15(FINAL)

SECURITY WITHIN THE
NORTH ATLANTIC TREATY ORGANIZATION

CORRIGENDUM 2 to Volume II to C-M(55)15 (Final)
(dated 31st July, 1972)

Following approval by Council on 11th November, 1974 of amendments to Enclosure "D" to C-M(55)15(Final) contained in C-M(74)51, holders of Volume II of C-M(55)15(Final) should substitute the attached pages for the old ones as indicated below:

<u>new page number</u>	to replace	<u>old page number</u>
(1)-(111)		(1) and (11)
1-42 inclusive		1-33 inclusive
45		36
53		44
55		46
60		51
68-78 inclusive		59-66 inclusive

2. In addition, the existing pages of Enclosure "D" should be re-numbered as follows:

<u>existing number</u>	<u>new number</u>
34	43
35	44
37-43	46-52
45	54
47-50	56-59
52-58	61-67

(1) NATO UNCLASSIFIED when detached from enclosure

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3. For ease of reference holders may wish to note that substantive changes to Enclosure "D" consist of the addition of the following new paragraphs: 18, 23, 24, 26(g) and (h), 28(g), 29(b), 35(b), 36, 39, 40, 41-44, 46-49, 51-52, 57, 69, 70, 82, 83, 92, 122-125, and of Annexes 4 and 15.

4. The amendment sheet in the front of Volume II should be annotated accordingly.

NATO,
1110 Brussels.

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ENCLOSURE "D"

INDUSTRIAL SECURITY

SECTION I

DEFINITIONS

1. Classified Contract Any contract that requires, or will require, access to NATO classified information by persons involved in its performance or pre-contractual negotiation.
2. Classified Information The words "classified information" mean:
 - (a) any classified item, be it an oral communication of classified contents or the electrical or electronic transmission of a classified message, or be it "material" as defined in (b) below;
 - (b) the word "material" includes "document" as defined in (c) below and also any item of machinery or equipment or weapons either manufactured or in the process of manufacture;
 - (c) the word "document" means any letter, note, minute, report, memorandum, signal/message, sketch, photograph, film, map, chart, plan, notebook, stencil, carbon, etc., or other form of recorded information (e.g. tape recording, magnetic recording, punched card, tape, etc.).
3. Consignee The contractor, facility or other organization receiving the material from the consignor either for further assembly, use, processing or other purposes. It does not include carriers or agents.
4. Consignor The individual or organization responsible for supplying material to the consignee.
5. Container A large receptacle of robust construction with lockable opening, capable of being carried by a road vehicle or trailer or rail flat truck or in a ship's hold or on deck.

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6. Contracting Officer The duly appointed representative of a government department or agency of a member nation, or a NATO military command or NATO agency who has the authority to negotiate or let and administer contracts on behalf of the member nation or NATO.

7. Contractor (also called a prime contractor) An industrial, commercial, educational or other entity of a member nation which has contracted to perform a service, or manufacture a product, for NATO.

8. Designated Security Agency The government department, authority, or agency designated by a member nation as being responsible for the co-ordination and implementation of national industrial security policy.

9. Executive Personnel Those individuals in managerial positions, other than owners or directors, who administer the operations of a facility.

10. Facility An installation, plant, factory, laboratory, office, university or other educational institution or commercial undertaking, including any associated warehouses, storage areas, utilities and components which when related by function and location, form an operating entity.

11. Facility Security Clearance A determination by a National Security Authority or designated security agency that, from a security viewpoint, a facility can afford adequate security protection to NATO classified information of a specified classification or below.

12. Host Nation The nation designated by an official body of NATO to act as the governmental agency to contract for the performance of a NATO prime contract. Nations in which sub-contracts are performed are not referred to as host nations. In some cases a NATO military command may act as a host nation, e.g., Supreme Headquarters Allied Powers Europe (SHAPE).

13. Infrastructure The word "Infrastructure" is a NATO term denoting all those fixed installations which are necessary for the effective deployment and operations of modern armed forces, for example, airfields, signals, communications, military headquarters, fuel tanks and pipelines, radar warning and navigational aid systems, port installations and so forth.

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14. International Visits Visits by nationals of one nation across international boundaries to visit either military sites, NATO international bodies (e. g., NATO Management Agencies/Offices) a government establishment, or a NATO contractor. Visits by nationals within their own nation to NATO international bodies or military sites of other member nations within that nation are also considered to be international visits unless, in the latter case, the visit is made under bilateral agreements. A visit by a national to a military site in his own nation shall not be considered to be an international visit.
15. Nation of Origin of Contractor The nation in which the contractor is registered or incorporated and which characterises the nationality of the facility which performs the contract, regardless of the nation in which the work is actually performed.
16. NATO Management Agency/Office An organization which is a subsidiary body of NATO charged with the administration of a NATO Production and Logistics Organization project or, in some cases, a NATO Infrastructure project.
17. NATO Production and Logistics Organization (NPLO) A subsidiary body, created within the framework of NATO for the implementation of tasks arising out of that Treaty, to which the North Atlantic Council grants clearly defined organizational, administrative and financial independence. It is established with a view to meeting to the best advantage the collective requirements of some or all of the nations of the Alliance in the fields of production and logistics or such other relative fields as the North Atlantic Council may decide, but is usually related to the provision of weapons or a weapon system.
18. Negotiations The term encompasses all aspects of awarding a contract or sub-contract from the initial "notification of intention to call for bids" to the final decision to let a contract or sub-contract.
19. Negotiator Any employee, in addition to owners, directors, officers, or executive personnel, who require access to NATO classified information during the negotiations of a contract or the preparation of a bid or quotation pertaining to a prime or sub-contract.
20. Security Aspects Letter A document, issued by the appropriate authority as part of a contract, establishing the security classification or those elements thereof requiring security protection for a NATO classified project. In addition it may include the obligatory security provisions required for the performance of the contract.

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21. Security Escorts Armed or unarmed national police, military or para-military personnel. Their function would be to facilitate the secure movement of the material but they would not have direct security responsibility.
22. Security Guards Civilian or military personnel who may be armed or unarmed. They may be assigned for security duties or may combine security guard duties with other duties.
23. Security Requirements Check List A listing of the NATO security classifications allocated to NATO classified information connected with the various aspects of a NATO classified contract, annexed to a "security aspects letter".
24. Sub-Contracting Officer The duly appointed representative of a facility who has the authority to negotiate or let and administer on behalf of the facility sub-contracts for NATO work.
25. Sub-Contractor An industrial, commercial, educational, or other entity of a member nation which has sub-contracted, with a contractor or with another sub-contractor to perform a service or manufacture a product, as part of a classified contract, under NATO security obligations commensurate with the security classification of that sub-contract.

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SECTION II

GENERAL RESPONSIBILITIES

MEMBER NATIONS

26. Each member nation will:
- (a) designate an agency or agencies subordinate to the National Security Authority to be responsible for the establishment and co-ordination of government policy in all matters of industrial security. Such policy must be co-ordinated with government policy in other fields of security;
 - (b) designate an agency or agencies subordinate to the National Security Authority to be responsible for communicating government policy on industrial security to industry and for directing or assisting industry in its implementation;
 - (c) ensure that it has the means to make its industrial security requirements binding upon industry and that it has the right to inspect and approve the measures taken in industry for the protection of NATO classified information;
 - (d) ascertain or determine, as appropriate, the aspects of a NATO contract or sub-contract requiring security protection and the security classification to be accorded to each aspect. Having done so, it will ensure that adequate arrangements have been provided for the protection of these aspects in relation to their level of NATO security classification and will be responsible for authorizing access to such information. Access will not be granted until the need-to-know has been clearly established and the necessary NATO security clearance procedures and briefings have been completed;
 - (e) make arrangements whereby persons considered by the National Security Authority or designated security agency to be a security risk can be excluded or removed from positions in which they might endanger the security of NATO classified information;

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- (f) implement, as and when necessary, the NATO procedures for the mutual safeguarding of the secrecy of inventions relative to defence and for which applications for patents have been made;
- (g) provide, upon request to a National Security Authority or designated security agency of a member nation, or to a NATO command or agency, with a copy to the NATO Office of Security, a NATO facility security clearance certificate to enable a facility falling within its security cognisance to negotiate or perform a NATO classified contract or sub-contract;
- (h) provide, upon request, to a National Security Authority or designated security agency of another member nation, or a NATO command or agency, a NATO security clearance for the persons for whom it has security responsibility to enable them to make international visits.

THE NATO SECURITY COMMITTEE

27. The NATO Security Committee will:

- (a) formulate NATO industrial security policy and make appropriate recommendations to the Council for the security protection of NATO classified information entrusted, or likely to be entrusted, to industry;
- (b) consider matters of industrial security referred to it by the Council, a member nation, the Secretary General, the Military Committee, a Major NATO Commander and heads of NATO military and civil agencies.

THE NATO OFFICE OF SECURITY

28. The NATO Office of Security will:

- (a) assist and give guidance in industrial security matters to NATO Production and Logistics Organizations (NPLOs) and such other NATO industrial projects as may be specified by the NATO Security Committee, and supervise the implementation of NATO security policies and procedures in those organizations and projects;

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- (b) in agreement with the National Security Authorities of member nations concerned, assist and give guidance to designated security agencies in the implementation of NATO security policies and procedures in connection with the activities of NPLOs;
- (c) in agreement with the National Security Authorities or designated security agencies of the member nations concerned, assist and give guidance on NATO security policies and procedures to facilities participating in the activities of NPLOs;
- (d) make annual inspections of the security arrangements for the protection of NATO classified information in NPLOs;
- (e) with the agreement of the appropriate National Security Authority make periodic examinations of the security arrangements for the protection of NATO classified information in the designated security agencies of the member nations responsible for the activities of NPLOs;
- (f) with the agreement of the National Security Authorities or designated security agencies concerned, make periodic examinations of the security arrangements in national facilities engaged upon NATO classified industrial contracts administered by a NATO Management Agency/Office;
- (g) set up and maintain at NATO Headquarters, records of facilities having a NATO security clearance and will provide copies of the records to National Security Authorities or designated security agencies of member nations, and NATO Management Agencies/Offices, as appropriate;
- (h) set up and maintain an index of those persons who may be required to make frequent international visits in connection with NPLOs and of the security status of such personnel;
- (i) give guidance and advice, when requested, on matters of industrial security arising in NATO Infrastructure projects and the activities of the NATO Industrial Advisory Group.

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THE NATO PRODUCTION AND LOGISTICS ORGANIZATIONS

29. Each of the NPLOs and such other NATO projects as may be designated by the Council will be bound by the general security regulations laid down in C-M(55)15(Final), including its Supplement, and all amendments thereto, and by such other security regulations approved by the North Atlantic Council as may apply. Each will:

- (a) draw up the necessary implementing security regulations;
- (b) co-ordinate in conjunction with the appropriate National Security Authority or designated security agency and the NATO Office of Security, the implementation of NATO security policies and procedures both by potential contractors during pre-contractual negotiations and by contractors, and deal with any problems arising in any NATO project in which the NPLO is engaged;
- (c) endorse or disapprove, and co-ordinate as necessary, requests made for international visits connected with the project for which it is responsible in accordance with the terms of Section VI;
- (d) maintain an index of the facilities for which NATO facility security clearance certificates have been issued in order that they may either negotiate or perform a NATO classified contract or sub-contract connected with the project(s) in which the NPLO is engaged;
- (e) maintain an index of those persons who will be required to make frequent international visits in connection with the project and whose personal particulars and security status are notified to them by the NATO Office of Security.

SECTION III

NATO CLASSIFIED CONTRACTS

TYPES OF CONTRACTS

30. NATO classified contracts result from NPLO or NATO Infrastructure projects.
31. The prime contract(s) in an NPLO project will usually be let by the contracting officer of a NATO Management Agency/Office. A diagram showing security policy and liaison links in respect of NPLO projects is at Annex 1.
32. The prime contract in an Infrastructure project will usually be let by the host nation for the project. Security requirements and procedures in connection with NATO classified Infrastructure works are set out at Annex 2.
33. All NATO Infrastructure and NPLO sub-contracts will usually be let by the sub-contracting officer of a facility already engaged in the performance of a NATO contract or sub-contract.
34. By its Terms of Reference, the NATO Office of Security is concerned only with NATO classified contracts connected with NPLOs unless other special arrangements have been made.

SECURITY CLASSIFICATION OF CONTRACTS

35. The following general principles will be observed in connection with the security classification of NATO classified contracts (prime or sub):
- (a) the application of appropriate security classifications to a contract at all stages of planning and construction is of the greatest importance. Three general security principles are particularly involved in the application of security classifications to NATO classified contracts:
 - (i) although the allocation of security classifications is the responsibility of the originator, a compilation of information from more than one source requires co-ordination of the sources in the determination of the appropriate NATO security classifications;
 - (ii) security classifications should be applied only to those aspects of a contract that must be effectively

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- protected and such classifications should be strictly related to the degree of protection required;
- (iii) provision should be made for downgrading or declassification as soon as this is possible;
- (b) the responsibility for applying security classifications to an NPLO contract will rest with the NATO Management Agency/Office of the contract acting in collaboration with the National Security Authorities or designated security agencies of the participating member nations. In most cases, it will be found necessary for each NATO Management Agency/Office to set up a Security Classification Board for the contract. Such a Board will be composed of suitably qualified persons to assess initially, and to review thereafter as necessary, the NATO security classifications to be allotted to NATO information;
- (c) the responsibility for applying security classifications to NATO Infrastructure contracts is set out in paragraph 12 of Annex 2.

RELEASE OF NATO INFORMATION IN CONTRACTING

36. Responsibility for the release of NATO classified information connected with an NPLO contract or sub-contract rests primarily with the NATO Management Agency/Office of the NPLO. In the case of NATO Infrastructure contracts, it rests with the host nation. In discharging these responsibilities, NATO Management Agencies/Offices and host nations will follow current NATO policies, procedures and regulations for the release of NATO information, both classified and unclassified.

37. In the case of NPLO contracts or sub-contracts it should also be noted that, when considering the release of NATO classified information, even within the Treaty Organization, reference should be made to the terms of the charter of the particular NPLO before NATO classified information is released. That charter, or the security instructions for the project may prohibit the release of NATO classified information to non-participating NATO member nations except with the agreement of all the participating member nations.

38. All invitations to bid in respect of NATO classified contracts or sub-contracts will contain a clause requiring a prospective contractor or sub-contractor who does not submit a bid to return all documents,

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which were provided to enable him to submit a bid, to the contracting or sub-contracting officer by the date set for the opening of bids. Similarly, an unsuccessful bidder will be required to return all documents after a stipulated period of time (normally within 15 days after notification that a bid or negotiation proposal was not accepted).

VISITS IN CONNECTION WITH NATO CLASSIFIED CONTRACTS

39. Normally, visits in connection with the negotiations of NATO classified contracts or sub-contracts or their execution are authorized by the National Security Authority concerned but, in some cases, this authority may be delegated to designated security agencies if national security regulations authorize such delegation (see also Section VI). If such a visit will involve access to or the disclosure of NATO classified information or entry into facilities where, in the opinion of the parent National Security Authority or designated security agency, the possibility of such access or disclosure cannot be excluded it will be necessary to establish prior to the visit that:

- (a) it has an official purpose which cannot be achieved without access to, or the disclosure of, NATO classified information or entry into a facility where the possibility of such access or disclosure cannot be excluded;
- (b) the visitor (or visitors, who should be kept to a minimum) has an appropriate NATO security clearance (see Section IV);
- (c) the agency, facility and individuals to be visited have appropriate NATO security clearances (see Section IV);
- (d) any other National Security Authority or designated security agency concerned approves of the intended visit (see Section VI).

40. Government agencies, NATO bodies and NATO contractors, potential contractors, sub-contractors or potential sub-contractors should ensure that:

- (a) visitors do not have access to NATO classified information other than that concerned with the purpose of their visit;
- (b) records are kept of all visitors noting their name, organization represented, date, time and purpose of visit. Such records will be retained for a minimum of two years, after which they may be destroyed.

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NEGOTIATION OF NPLO CLASSIFIED CONTRACTS

Prime Contracts

41. Before negotiating a NATO classified NPLO prime contract, a contracting officer of a NATO Management Agency/Office must hold a NATO facility security clearance certificate issued by the National Security Authority or designated security agency of the potential contractor which gives the facility a level of NATO security clearance at least equal to the classification of the information that will be divulged during negotiation of a contract.

42. If the contracting officer holds such a NATO facility security clearance certificate he will write to the National Security Authority or designated security agency of the potential contractor to:

- (a) notify his wish to issue to the facility an invitation to bid for a NATO classified contract;
- (b) specify the highest NATO security classification of the information to be divulged, its nature and its volume;
- (c) request it to advise him of:
 - (i) the names, personal particulars and level of NATO security clearance of those individuals in the facility to whom NATO classified information relating to the negotiations may be divulged;
 - (ii) the channels through which NATO classified information mentioned in (i) above may be transmitted.

43. If the contracting officer does not hold the requisite NATO facility security clearance certificate, he will take the action outlined in sub-paragraphs 42(a) and (b) above and at the same time request that one be provided. If there are no security objections, the National Security Authority or designated security agency concerned will forward the necessary certificate to the contracting officer together with the information listed at sub-paragraph 42(c) above. It will also send a copy of the certificate to the NATO Office of Security.

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Sub-Contracts

44. After a prime contract has been let, it may be necessary for a prime contractor to negotiate sub-contracts with sub-contractors, to the first level. These sub-contractors, in turn, may require to negotiate sub-contracts with other sub-contractors at the second level; and so on. At whatever level it is proposed to negotiate a sub-contract, the following procedures will apply:

- (a) a prime contractor must first obtain permission to negotiate a sub-contract from the contracting officer of the NATO Management Agency/Office who let him the contract. A sub-contractor must seek permission both from the sub-contracting officer who let him the sub-contract and from the contracting officer of the NATO Management Agency/Office who let the original prime-contract of which the sub-contract forms a part. The request for permission must include details of the NATO security classification, the nature and the volume of the NATO information that will be involved and the need-to-know of the potential sub-contractor;
- (b) in the case of a prime contractor's request, the contracting officer, provided he approves the request, will ask the prime contractor's National Security Authority or designated security agency to provide an appropriate NATO facility security clearance certificate for the potential sub-contractor. In the case of a sub-contractor's request the sub-contracting officer to whom the request was submitted, provided he and the contracting officer of the NATO Management Agency/Office approves the request, will ask his National Security Authority or designated security agency to provide an appropriate NATO facility security clearance certificate for the potential sub-contractor. In either case the National Security Authority or designated security agency will consult with the potential sub-contractor's parent National Security Authority or designated security agency where this is not the same as that to which the original request is made;
- (c) provided there are no security objections the National Security Authority or designated security agency of the potential sub-contractor will send:

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- (i) the appropriate NATO facility security clearance certificate requested, together with the information mentioned in sub-paragraph 42(c) to the contracting officer or sub-contracting officer who requested it;
- (ii) a copy of the NATO facility security clearance certificate direct to the NATO Office of Security.

If the request was received from the National Security Authority or designated security agency of another NATO nation, the certificate and information will be sent to the facility through that authority or agency;

- (d) on receipt of the certificate and information outlined in (c) above, the prime or sub-contractor as the case may be, may open negotiations with the potential sub-contractor.

SECURITY PROVISIONS IN RELATION TO NATO CLASSIFIED CONTRACTS

45. In the security provisions contained in NATO classified contracts and reflected in the "security aspects letter" and the security requirements check list the prime contractor or sub-contractor should be required, under penalty of termination of the contract or sub-contract, to take all measures prescribed by the National Security Authority or designated security agency for safeguarding all NATO classified information entrusted to, generated or manufactured by him. By these provisions, the contractor or sub-contractor, should specifically be required to:

- (a) appoint an official responsible for supervising and directing security measures in relation to the contract or sub-contract;
- (b) maintain, preferably through the official responsible for security measures, a continuing relationship with the National Security Authority or designated security agency charged with ensuring that all NATO classified information involved in the contract or sub-contract is properly safeguarded;
- (c) abstain from copying by any means, without the authorization of the National Security Authority or designated security agency, any NATO classified material (including documents) entrusted to him by the government through channels approved by the government;

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- (d) furnish, on request, information to the National Security Authority or designated security agency pertaining to all persons who will be required to have access to NATO classified information;
- (e) maintain at the work site a current record of his employees at the site who have been cleared for access to NATO classified information. This record should show the date and level of clearance;
- (f) deny access to NATO classified information to any person other than those persons authorized to have such access by the National Security Authority or designated security agency;
- (g) limit the dissemination of NATO classified information to the smallest number of persons as is consistent with the proper execution of the contract or sub-contract;
- (h) comply with any request from the National Security Authority or designated security agency that persons entrusted with NATO classified information sign a statement undertaking to safeguard that information and signifying their understanding both of their obligations under national legislation affecting the safeguarding of classified information, and of their comparable obligations under the laws of the other NATO nations in which they may have access to classified information;
- (i) report to the National Security Authority or designated security agency any breaches or suspected breaches of security, suspected sabotage, or subversive activity, any information giving rise to doubts as to trustworthiness of an employee, any changes that may occur in the ownership, control or management of the facility or any changes that affect the security arrangements and security status of the facility, and such other reports as may be required by the National Security Authority or designated security agency, e. g., reports on the holdings of NATO classified information;
- (j) apply to the contracting officer, and if a sub-contractor, to the sub-contracting officer who let him his sub-contract for approval before entering into negotiations to sub-contract any part of the work; and, if the sub-contract would involve

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the sub-contractor in access to NATO classified information, to place the sub-contractor under appropriate security obligations no less stringent than those applied to his own contract or sub-contract;

- (k) undertake not to utilize, other than for the specific purpose of the contract, or sub-contract, without the prior written permission of the contracting officer or sub-contracting officer or his authorized representative any NATO classified information furnished to him, including all reproductions thereof in connection with the contract or sub-contract, and to return all NATO classified information referred to above as well as that developed in connection with the contract or sub-contract, unless such information has been destroyed, or its retention has been duly authorized with the approval of the contracting officer or sub-contracting officer. Such NATO classified information will be returned at such time as the contracting officer or sub-contracting officer or his authorized representative may direct;
- (l) comply with any procedure that is, or may be, established regarding the release of NATO information related to the contract or sub-contract.

LETTING OF CONTRACTS

46. When negotiations have been completed and it has been decided to let a contract (prime or sub) the following procedures will apply:

- (a) in the case of a prime contract, a contracting officer will notify the decision to the National Security Authority or designated security agency of the prime-contractor. In the case of a sub-contract, a sub-contracting officer will notify the decision to his parent National Security Authority or designated security agency, to the contracting officer who let the prime contract and, when applicable, to the sub-contracting officer who let him his sub-contract;
- (b) the notifications referred to in sub-paragraph (a) above will be sent through approved channels and will have attached:

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- (i) two copies each of the "security aspects letter" and the security requirements check list including any amendments thereto related to the new prime or sub-contract. In the case of a sub-contract, the sub-contracting officer will also send one copy of each of these documents to the contracting officer of the NATO Management Agency/Office and, where applicable, to the sub-contracting officer who let him his contract;
- (ii) a request for the requisite NATO facility security clearance certificate in respect of the facility where the new contract or sub-contract will be effected;
- (c) the contracting officer or sub-contracting officer, as the case may be, will recover through approved channels, all NATO classified information, with the exception of that issued to the successful bidder, that was issued in connection with the negotiation of the prime contract or sub-contract;
- (d) in the light of the requirements of the "security aspects letter" and the security requirements check list, and, if there are no security objections, the National Security Authority or designated security agency will:
 - (i) define the classified aspects of the contract for the guidance of the prime or sub-contractor;
 - (ii) issue to the contracting officer or sub-contracting officer as appropriate, the requisite NATO facility security clearance certificate - see sub-paragraph 46(b)(ii) above - in accordance with paragraphs 69 et seq. A copy of the certificate will also be sent to the NATO Office of Security;
 - (iii) issue the requisite NATO security clearance certificate for the facility's personnel who will require access to the classified aspects of the NATO contract in accordance with paragraph 49;
 - (iv) arrange for the briefing of the personnel mentioned in sub-paragraph (d)(iii) above on NATO security regulations;
- (e) on completion of the actions outlined in sub-paragraph (d) above, the contract may be let.

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47. In those cases where the National Security Authority or designated security agency mentioned in sub-paragraph 46(a) above does not have jurisdiction over the facility which is to be let a sub-contract, it will pass the request and information submitted under 46(b) above to the facility's parent National Security Authority or designated security agency which will be responsible for taking the action outlined in sub-paragraph 46(d) above. Copies of the NATO facility security clearance certificate will be sent to the National Security Authority or designated security agency which originated the request for onward transmission to the sub-contracting officer.

SECTION IV

NATO INDUSTRIAL SECURITY CLEARANCES

SECURITY CLEARANCE OF PERSONNEL

General

48. The clearance procedures described in subsequent paragraphs, whether of individuals or firms, apply only to contracts or sub-contracts requiring access to information graded NATO CONFIDENTIAL or above. The procedures for authorizing access to individuals and to facilities who require access only to NATO RESTRICTED information will be according to regulations laid down by the relevant National Security Authorities. Such authorization will be communicated as required and by whatever means considered appropriate by the issuing National Security Authority or designated security agency.

49. Each person who requires access to NATO information classified NATO CONFIDENTIAL or above in connection with NATO industrial activities will be security cleared by his parent National Security Authority or designated security agency and briefed on NATO security procedures in accordance with Section III of Enclosure "C". In some cases, although access to NATO classified information may not be required, an individual may, in connection with NATO industrial activities, need to enter a facility or military site where his denial of access to classified information cannot be assured. In such cases, an appropriate NATO security clearance may be made a pre-requisite for entry by the responsible National Security Authority or designated security agency.

Types of Personnel Security Clearance Certificates

50. In addition to a NATO security clearance for persons who require access to NATO classified information because of their employment in a NATO command or agency, vide Annex 3 to Enclosure "C" - there are two other types of NATO personnel security clearance certificates:

- (a) a certificate for persons who have to make visits which will require access to NATO classified information or entry to areas where an appropriate NATO security clearance is a pre-requisite for entry - vide Annex 4 to Enclosure "C";

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- (b) a certificate for those persons whose names are to be registered in the NATO Industrial Security Index - vide Annex 3.

Application for Security Clearance

51. Applications for the security clearance of employees of industrial facilities will be made to the National Security Authority or designated security agency of the facility except in the circumstances mentioned at paragraph 45 of Annex 2, concerning classified infrastructure contracts.

52. Applications for the security clearance of employees of the governments of member nations will be made to the National Security Authority or designated security agency of the member nation having jurisdiction over the individual.

Level of the Clearance

53. The classification of the information to which a person will have access will normally decide the extent of the clearance procedure which must be carried out to establish his bona fides, and will likewise decide what level of security clearance he requires. This basic principle applies also with regard to clearance of a person who is to be employed in the negotiation or execution of a classified contract.

54. Therefore, in submitting personal particulars, the facility will specify:

- (a) the security classification of the contract or sub-contract and
- (b) the nature of the job, which must be fully described, indicating the level of classified information to which the employee will have access.

Issue of Security Clearances

55. An individual's parent National Security Authority or designated security agency is responsible for issuing his security clearance. When an individual who is not a national of the nation of origin of the facility requires access to classified information, the facility's parent National Security Authority or designated security agency will consult the individual's parent National Security Authority or designated security agency.

56. However, if a facility wishes to employ a national of a non-NATO nation, it is the National Security Authority or designated security agency of the nation of origin of this facility which replaces

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the National Security Authority or designated security agency of the parent nation for the issuing of the security clearance if it feels able to take this responsibility.

Despatch of Security Clearance Certificates

57. When a National Security Authority or designated security agency has agreed to issue a NATO security clearance certificate, it will transmit it as follows:

- (a) those issued under sub-paragraph 50(a) for industrial security visits will, if required by national regulations, be sent to the facility to be visited. If the facility is located in another member nation, the certificate will be sent to the National Security Authority or designated security agency of that nation. If the visit is to a Major NATO Command, or one of its subordinate international headquarters or formations, or to a NATO civil agency, the certificate will be sent to the Major NATO Command or the civil agency as appropriate;
- (b) those issued under sub-paragraph 50(b) above will be sent to the NATO Office of Security for registration and appropriate distribution.

Action in the Event of Security Clearance being Withheld

58. Should the National Security Authority or designated security agency of the parent nation of any person who is required to have access to the classified aspects of a contract be unable to issue a security clearance for that person, the National Security Authority or designated security agency of that nation will immediately inform the National Security Authority or designated security agency of the nation in which the work is being performed and the National Security Authority or designated security agency of the nation of origin of the facility, who will in turn inform the facility itself.

59. The question of whether or not the employee concerned is to be informed if his security clearance is withheld will depend upon national legislation or practice in this connection.

60. Unless the prior agreement of the National Security Authorities or designated security agencies of the nations of origin or parent nations concerned has been obtained, the National Security Authorities or designated security agencies of host nations will not:

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- (a) disclose to facilities or individuals of other nations the withholding of security clearances from them by the National Security Authorities or designated security agencies of their nations of origin or parent nations;
- (b) refer facilities or individuals to the authorities in their nations of origin or parent nations when security clearances have been withheld from them.

Revoking of Security Clearances

61. Should an employee for whom security clearance has been given subsequently come to adverse security notice in his parent nation in such a manner as to make it desirable to withdraw his security clearance, the National Security Authority or designated security agency of the parent nation of the employee will inform the National Security Authorities or designated security agencies of the nation in which the work is being performed and the nation of origin of the facility. The latter will ask the facility to withdraw the employee from classified work. The employee will not be advised of the withdrawal of his security clearance without the prior agreement of the National Security Authority or designated security agency of the parent nation.

62. Should an employee already cleared for employment on classified work come to adverse security notice in the host nation or in the nation of origin of the facility or in the nation in which the work is being performed (where none of these is the parent nation of the employee) in such a manner as to make it desirable to withdraw his security clearance, the National Security Authority or designated security agency of the host nation or the nation of origin of the facility or the nation in which the work is being performed (as the case may be) should, if practicable, inform the National Security Authority or designated security agency of the parent nation of the adverse information obtained and ask them to review the clearance given. If an employee comes to adverse security notice in the nation in which the work is being performed and the information available to the National Security Authority or designated security agency of that nation is of such a nature that serious compromise of NATO classified information is to be feared, the National Security Authority or designated security agency has the right to have the employee withdrawn from classified work, other National Security Authorities or designated security agencies concerned being notified of the action taken.

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TEMPORARY SECURITY CLEARANCE CERTIFICATES IN ADVANCE
OF FULL SECURITY CLEARANCE FOR PERSONS TO BE EMPLOYED
ON CLASSIFIED CONTRACTS

63. The basic principle to be followed is that the issue of temporary security clearance certificates in advance of full security clearance to persons to be employed on NATO classified contracts and who will require access to NATO classified information should, whenever possible, be avoided.
64. In exceptional cases, where the attainment of major military objectives would otherwise be impaired, or when other compelling reasons are present, temporary security clearance certificates as stated above may be issued in connection with contracts classified NATO SECRET or NATO CONFIDENTIAL. They may not, however, be issued in connection with contracts classified COSMIC TOP SECRET.
65. Such temporary security clearance certificates may be issued only when, after reference to relevant records in the parent nation of the person concerned and in any other NATO nation in which he has resided for more than one year continuously during the last ten years, the National Security Authority or designated security agency in the parent nation of the person concerned attests that nothing has been found to his detriment from a security point of view.
66. The issue of temporary security clearance certificates is to be regarded as an emergency measure entirely additional to the normal procedures for obtaining full security clearance.
67. Temporary security clearance certificates will be valid for three months only.
68. Temporary security clearance certificates cannot be issued to persons of non-NATO nationality or to persons who have established factual residence in non-NATO nations for more than one year out of the last ten.

FACILITY SECURITY CLEARANCES

General

69. Before a facility can be invited to negotiate or perform a NATO contract involving access to information classified NATO CONFIDENTIAL or above, it must be the subject of a NATO

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facility security clearance issued by the National Security Authority or designated security agency of its nation of origin, that is to say, the nation in which it is registered or incorporated.

Application for Facility Security Clearances

70. Applications for a NATO facility security clearance will be made by the NATO Management Agency/Office concerned direct to the parent National Security Authority or designated security agency of the prospective contractor. In the case of a facility in one country wishing to negotiate or to let a contract or sub-contract to a facility in another country, that facility will request its National Security Authority or designated security agency to obtain a clearance from the parent National Security Authority or designated security agency of the prospective contractor or sub-contractor. However, a sub-contractor wishing to obtain a NATO facility security clearance for a facility whose parent National Security Authority or designated security agency is the same as his own will apply direct to that authority or agency.

Issue of Facility Security Clearances

71. Each member nation will be responsible for ensuring that any facility registered in that nation which will require access to information classified NATO CONFIDENTIAL or above has taken adequate measures to afford the necessary security protection to such information.

72. This will involve making an assessment of the physical means and procedural methods that exist for the protection of NATO classified information, and the personal security status of owners, directors, principal officials and executive personnel in the facility and of such other persons or employees who may be required, by virtue of their association, position, or employment, to have access to NATO classified information.

73. Should a facility require access to information classified NATO CONFIDENTIAL or above as a result of its wish to bid for, or enter into pre-contractual negotiations related to a NATO classified contract or sub-contract, the security measures required will be as deemed appropriate by the National Security Authority or designated security agency of the facility and will, for example, be related to the NATO security classification of the information, its volume and nature and the number of persons who will require to have access to it in the course of preparing bids or negotiations.

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74. Should a facility require access to information classified NATO CONFIDENTIAL or above as a result of its being granted a NATO classified contract or sub-contract, the security measures required by the National Security Authority or designated security agency of the facility will be formulated to take account also of the "security aspects letter" related to the contract.

75. In granting a facility clearance, National Security Authorities or designated security agencies will ensure that they have the means to be advised of any changes which may occur which have a bearing upon the validity of the clearance granted, e.g., a transfer of the controlling interests in the facility, a realignment of its business associations, the replacement of any of its directors, a change in its physical location, an alteration to the premises it occupies or a variation in security procedures.

76. Should it be necessary to consider granting a facility clearance to a facility involving multiple nationality considerations, the National Security Authority or designated security agency will need to evaluate the extent to which any foreign interest represents a threat to the security of NATO classified information that may be entrusted to that facility.

77. Consultants who perform their work on the premises of a contracting facility engaged upon a NATO classified contract and who have no need to remove classified information from the premises, will be expected to observe the same security requirements as employees of the facility concerned. Those who are obliged to work away from such premises, or to have physical custody of classified information, will, in addition, be required to give the same security protection to such information as is given at the facility, and a facility clearance will not normally be required.

78. The format of a NATO facility security clearance certificate is at Annex 4.

79. The National Security Authority or designated security agency of a member nation will specify the physical security measures to be taken for the protection of NATO classified information in each facility in that member nation.

80. The measures will be in accordance with the NATO security policy and criteria as implemented by the member nation and will be at least equal to those used for the protection of the equivalent security level of national classified information.

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81. Where a facility, registered in one member nation passes NATO classified information to a subsidiary located in another member nation, there will be co-operation as necessary between the National Security Authorities or designated security agencies concerned regarding the physical security measures to be implemented at the subsidiary site or sites.

Changes to or Revocation of Facility Clearances

82. Should a National Security Authority or designated security agency, which has issued a NATO facility clearance certificate, change or withdraw that certificate, it will at once notify the NATO Office of Security and any National Security Authority or designated security agency or NATO Management Agency/Office to whom it issued copies of the certificates.

83. The fact that a NATO facility clearance is revoked or withheld from a facility will not be disclosed to the facility except with the prior permission of the parent National Security Authority or designated security agency.

SECTION V

INTERNATIONAL TRANSPORTATION OF
NATO CLASSIFIED MATERIAL

INTRODUCTION

84. The following security procedures for the international transportation of NATO classified material represent minimum criteria and do not apply where more restrictive security measures have been established by member nations, or in such cases as, for example, the NATO regulations relating to the transportation of cryptographic material. Moreover, the classification of NATO SECRET is the highest classification of material that can be the subject of international transportation according to these rules.

GENERAL RESPONSIBILITIES

85. The consignor and the consignee of a consignment of NATO classified material are responsible for obtaining approval of the proposed method of transportation and to this end should submit to their respective National Security Authorities or designated security agencies, notices containing, to the extent information is available;

- (a) a reference to the contract or programme giving rise to such a consignment;
- (b) information on the nature of the material, including its classification and the size of the consignment in terms of weight and number of conveyances involved;
- (c) the identity and location of the consignee or consignor;
- (d) the date(s) of transportation;
- (e) the proposed method of transportation, including the identity(ies) of the carrier organization(s);
- (f) (consignor only) the arrangements made for customs examination and sealing of the consignment;
- (g) the proposed method of packaging the consignment;
- (h) the route to be followed including the place, date and time at which frontiers are to be crossed, the places where overnight stops are to be made and other security measures to be adopted;

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- (i) identity of security guards to be provided;
- (j) any other information deemed necessary, depending on the method of transportation.

86. For material classified lower than NATO SECRET one notice may cover periodical consignments of similar material, provided that the method of transportation and packaging remains the same, between the same parties and by the same route. For consignments of material classified NATO SECRET separate notices must be made in respect of each consignment.

87. The National Security Authority or designated security agency of the consignor shall notify the National Security Authority or designated security agency of another nation to be crossed of appropriate details of the transportation, including any cancellation thereof, with sufficient advance notice to enable them to take the necessary security measures.

88. The consignor and the consignee will submit to their respective National Security Authorities or designated security agencies and to each other, additional notices giving information which may not already have been adequately covered in the first notice or which may be specifically requested by their National Security Authorities or designated security agencies.

89. The consignor's National Security Authority or designated security agency will approve the method of transportation, including such matters as packaging, carrier, route, security guards, etc., as they consider necessary to ensure adequate protection of the material. This same authority, in order to facilitate subsequent identification of a particular consignment, should assign a code number to it upon receipt of the notification provided for in paragraph 85. Authorizations, a copy of which is at Annex 5, in both NATO languages as necessary, will be issued to the consignor and the consignee by their respective National Security Authorities or designated security agencies. Separate authorizations must be issued in respect of each consignment of material classified NATO SECRET.

90. Customs authorities will be advised by the appropriate national authorities of impending consignments and should be urged to give maximum credence to the shipping documents in paragraph 92 and to the authorization carried by the security guard. Consignments should not be opened unless there is a cogent reason for so doing. If a consignment is opened it is to be repacked and the customs authorities will reseal it and endorse the shipping documents confirming that it was opened by such authorities. To facilitate customs procedures, advantage should be taken of TIR, TIF or other similar arrangements.

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91. Nothing in the previous paragraph or elsewhere in this Section should be construed to take effect as an abrogation by any nation of any of its rights of examination of any consignment.

SHIPPING DOCUMENTS

92. Shipping documents, that is to say, all documents concerned with the transportation of material which accompany (but are not packed with) the material, including manifests, TIR carnets, bills of lading, receipts etc., should be prepared by the consignor concerned as instructed by the National Security Authority or designated security agency concerned. Documents should indicate that they sponsor a consignment of NATO classified material. Care should be exercised not to reveal any classified information in these documents. Quantities may be indicated. The consignee shall acknowledge receipt of the consignment by signature on the shipping documents. Such a signature will not imply any contractual acceptance of the consignment.

93. These documents will provide the consignor with a normal record of all consignments covering the final destination, time and date of arrival, condition of the shipment (breakage, damage, etc.), and the name of the person and his position in the company or NATO command or agency receiving the consignment.

PACKAGING

94. The packaging methods utilized will depend on the size of the classified items and the mode of transportation to be employed. External features of large or bulky classified items that do not reveal classified information need not be covered provided the material is always under proper supervision and control to prevent unauthorized disclosure. In the case of smaller items, they should be packaged in the manner required for documentation utilizing an inner and outer container. The classification should be marked on the inner container. Larger components may be tagged with classification information while on site, but these tags should be removed before transportation. In truck and rail transportation, closed vans and cars that may be sealed with a tamperproof seal offer maximum security and should be utilized whenever possible. (See paragraphs 98 and 99 below which deal with road and rail transportation.) The security officer of the facility or agency is responsible for supervision of packaging. It is not possible to cover all packaging requirements in this document and special cases requiring additional guidance should be discussed with the appropriate National Security Authority or designated security agency. In no circumstances should the fact that the material is classified be apparent to any casual observer.

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SECURITY DURING TRANSPORTATION

95. It is not possible to lay down precisely the physical measures to be taken to protect NATO classified material in transit. The following paragraphs will, therefore, merely outline minimum standards to be observed by National Security Authorities or designated security agencies when approving proposals submitted by consignors and consignees under paragraphs 84 to 91.

Security Measures Applicable to all Forms of Transport

96. In the case of consignments of NATO RESTRICTED material, journeys should be completed as quickly as practicable and precautions taken to ensure that the material does not fall into the hands of unauthorized persons en route.

97. When examining proposals for the international transportation of consignments of NATO SECRET or NATO CONFIDENTIAL material the following principles should be observed:

- (a) security must be assured at all stages during the transportation and under all circumstances. The possibility of delays, accidents or breakdowns must be allowed. Provision must be made for reporting delays to the consignor and consignee;
- (b) the degree of protection accorded to a consignment should relate to the most highly classified part of it;
- (c) security clearances should be obtained for agent or carrier companies involved in the transportation of the consignment if, in planning or executing the transportation, NATO classified material may be disclosed;
- (d) containers shall bear no en clair indication of their contents.

Transportation by Road

98. The following minimum standards should be applied when consignments of classified material are sent by road:

- (a) material classified NATO SECRET and NATO CONFIDENTIAL should be secured in vehicles or containers by a lock or padlock of a type currently approved by the National Security Authority or designated security agency concerned. If this is not physically possible, the material should be encased or sheeted so as to protect the classified aspects and prevent unauthorized persons from gaining access;

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- (b) journeys should be completed as quickly as circumstances permit;
- (c) in cases where stops must be made, arrangements should be made in advance to use storage provided by government establishments or facilities having the necessary cleared personnel and capabilities to handle the consignment. In the event such arrangements cannot be made or an emergency situation arises due to accident or breakdown of the truck, the security guard is responsible for keeping the consignment under adequate supervision during the period;
- (d) telephonic or telex checks along the road between the person responsible for the consignment and the security guard concerned should be pre-arranged;
- (e) care should be exercised to arrange routes only through NATO nations.

Transportation by Rail

99. Transportation by rail should be utilized for consignments of NATO SECRET and NATO CONFIDENTIAL material only on the following conditions:

- (a) passenger accommodation shall be made available for security guard personnel;
- (b) the train route should be checked in advance to ensure that it does not cross non-NATO nations;
- (c) during stops, the security guard should take up stations close to the consignment.

Transportation by Sea

100. The following minimum standards should be applied when consignments of classified material are sent by sea;

- (a) consignments of all classifications must only be carried in ships sailing under the flag of a NATO nation. The masters of such ships shall be nationals of a NATO nation;
- (b) consignments of NATO SECRET and NATO CONFIDENTIAL material should be stowed in locked stowage approved by the National Security Authority or designated security

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agency; when this is not available, blocked-off stowage may be approved. Blocked-off stowage is stowage in the hold of a ship where the material is covered and surrounded by other cargo consigned to the same destination in such a way that, in the opinion of the designated security officer, access to the material is physically impracticable. Where it is impracticable to carry a consignment in the hold, it may be carried as deck cargo provided it is in a secure container and disguised. In all cases, the consignment must be under security control;

- (c) unless the ship be in extremis, she shall not enter the coastal waters of any Communist country(1), nor shall she call at any non-NATO port unless prior approval of the consignor's National Security Authority or designated security agency has been obtained;
- (d) in all cases, loading and unloading shall be under security control;
- (e) deliveries to the port of embarkation and collection from the port of disembarkation must be so timed to prevent, as far as possible, a consignment being held in port warehouses. Where, however, this is unavoidable, sufficient security guards must be provided to keep the consignment under adequate supervision.

Transportation by Aircraft

101. Preference shall be given to utilization of military aircraft of a NATO nation, the captain of which should be security cleared. If this is not practicable a non-military aircraft may be used provided it is registered in a NATO nation and the captain is a NATO national, except that Scandinavian Airlines System aircraft may be used provided the captain of such an aircraft is a NATO national. If civilian aircraft are utilized security guards must be assigned following the conditions laid down in paragraphs 106 and 107(c). Particular attention is called to the fact that international air traffic regulations do not permit specially assigned security guards to travel on board aircraft carrying freight only, therefore such aircraft shall not be used for the transport of NATO SECRET material, except as provided in paragraph 106. Passenger aircraft should be utilized for the transportation of small items only and the regulations covering the international transportation of NATO classified documents should be applied.

(1) A list of Communist countries is at Annex 15

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102. The following minimum standards should be observed:
- (a) every effort should be made to deliver the consignment straight to the aircraft rather than permitting it to be stored in warehouses, etc., at airports and airfields. When a consignment cannot be loaded straight away it shall be either returned or kept under guard at the airport under the conditions stated in paragraph 100(e) above;
 - (b) similarly every effort shall be made for the aircraft to be met on landing and the consignment to be removed to its final destination. When this is not practicable, the consignment shall be kept at the airport under the conditions stated in paragraph 100(e) above;
 - (c) during intermediate routine stops of short duration the consignment shall remain in the aircraft but the aircraft itself kept under security control;
 - (d) in the event of the aircraft being delayed at an intermediate stop or having to make an emergency landing, it is up to the security guard, or the person fulfilling the duties of the security guard, to take all measures he considers necessary for the protection of the material. Where such a stop is in a NATO nation, he shall be entitled to call upon, and expect to receive, the assistance of the National Security Authority or designated security agency of that nation;
 - (e) no flight shall be permitted either over Communist countries, or near enough to Communist countries as to make emergency landing or accidental over-flying possible.
 - (f) direct flights should be used wherever possible;
 - (g) except in an emergency, stops at airfields in non-NATO nations will not be permitted.

SECURITY GUARDS

103. Persons fulfilling the duties of security guards may be civilian or military personnel and may be armed or unarmed depending on national practices and arrangements made between the National Security Authorities or designated security agencies of the nations affected by the transportation. Similarly, the nationality of such guards in any particular nation shall be subject to mutual agreement. They must be nationals of NATO nations and be security cleared.

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104. In addition to the security guards, security escorts may be provided if the National Security Authorities or designated security agencies concerned consider this desirable. These escorts need not be security cleared.

105. The security guard should be composed of an adequate number of men as to ensure regular tours of duty and rest. The number on a consignment will depend on the quantity and classification of the material, the method of transportation to be used and the estimated time in transit. A reserve of personnel should be provided to cater for emergencies. General principles for the provision of security guards are given in paragraphs 106 and 107 below.

106. Where the consignment is of material classified NATO SECRET, personnel should be assigned whose sole duty shall be to act as security guards, but in exceptional circumstances, and with the agreement of the consignor's National Security Authority or designated security agency, arrangements may be made for a crew member or crew members to discharge the function of security guard.

107. Without prejudice to any other provision of this document, and subject to the approval of the National Security Authorities or designated security agencies concerned, where the consignment is of material classified NATO CONFIDENTIAL, security guards should be provided, but:

- (a) in the case of road transportation, the security guard duties may be carried out by the driver or co-driver;
- (b) in the case of sea transportation, the security guard duties may be carried out by the ship's master or specially designated person(s);
- (c) in the case of air transportation, the security guard duties may be carried out by the aircraft's captain or specially designated person(s).

108. The National Security Authorities or designated security agencies will issue in advance to the consignor (and, where applicable, the consignee) sufficient authorizations (Annex 5) so that they may be completed and issued to the security guards (see also paragraph 89).

109. It is the responsibility of the consignor (and, where applicable, the consignee) to instruct security guards in their duties. In particular, the route and the security plan must be explained and details given, where appropriate, of the authorities that security guards should contact and other measures to be taken in the event of an emergency. Security guards should also be given a copy of "Notes for Security Guards" (Annex 6) and be required to sign a receipt for it.

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110. Both authorizations and "Notes for Security Guards" should be written in English and French; a copy in other languages may, in addition, be issued if this is deemed necessary or recommended by the National Security Authorities or designated security agencies concerned.

TRANSPORTATION OF EXPLOSIVES, PROPELLANTS OR OTHER DANGEROUS SUBSTANCES

111. If the classified material contains explosives, propellants or other dangerous substances, the transportation across international borders is subject not only to the security and customs requirements, but also to mandatory international and national safety regulations.

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SECTION VI

VISIT CONTROL PROCEDURES FOR PERSONS TRAVELLING
INTERNATIONALLY IN CONNECTION WITH NATO PRODUCTION
AND LOGISTICS ORGANIZATION ACTIVITIES

112. The procedures laid down in this Section relate to international visits, as defined at paragraph 14, by representatives, be they military or civilian, of NATO member nations, NATO commands or agencies or NATO contractors to:

- (a) a NATO Management Agency/Office;
- (b) a contractor of a NATO nation; or
- (c) a NATO government establishment.

They apply to NATO classified NPLO contractor activities only.

113. International visits made in connection with:

- (a) pre-contractual activities related to an NPLO project; or
- (b) contracts under the administration of a NATO Management Agency/Office which will not involve repeated visits, or visits to facilities or sites in more than one member nation;

will usually be dealt with under bilateral security arrangements. These bilateral arrangements will be made between the National Security Authorities or designated security agencies concerned; or, in the case of visits to or from a NATO Management Agency/Office, between the National Security Authorities or designated security agencies and the NATO Management Agency/Office concerned. When a visit under subparagraph (b) above is arranged between two National Security Authorities or designated security agencies, a copy of the visit request will be sent to the appropriate NATO Management Agency/Office. The number of days normally required by National Security Authorities or designated security agencies and by NATO Management Agencies/Offices to consider requests for visits to be made under bilateral arrangements is shown at Annex 14.

114. Where it is considered that international visits made in connection with contracts administered by a NATO Management Agency/Office will entail repeated visits, or visits to facilities in more than one member nation, the following special arrangements exist to facilitate the security arrangements for such visits:

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- (a) in the case of NATO bodies, a check will be made of the NATO certificate of security clearance issued by the parent National Security Authority or designated security agency of the individual and held by the NATO body. (If an appropriate NATO certificate of security clearance is not held by the NATO body, that body will apply to the parent National Security Authority or designated security agency of the individual concerned to obtain the necessary security clearance for the individual.);
- (b) each government agency, or NATO contractor will initially, and thereafter, when necessary, submit to its National Security Authority or designated security agency in accordance with national procedures, particulars of those individuals whom the government agency or NATO contractor considers may have a need to make repeated visits, or visits to facilities in more than one member nation in the circumstances set out in paragraph 112 above.

115. Government agencies, NATO bodies and NATO contractors should ensure that:

- (a) visitors do not have access to NATO classified information, other than that concerned with the purpose of their visit;
- (b) records are kept of all visitors noting their name, organization represented, date, time and purpose of visit.

THE NATO INDUSTRIAL SECURITY INDEX

Registration

116. The responsible National Security Authority or designated security agency or NATO body, having checked the security clearance status of the persons, will complete parts 1 and 3 of the NATO/ISS/100 form (see Annex 3 and the completed specimen at Annex 7) and forward it to the NATO Office of Security.

117. The form will be checked in the NATO Office of Security and parts 2 and 4 will be completed. The side of the form containing parts 3 and 4 will then be reproduced and copies sent to the appropriate National Security Authorities or designated security agencies, NATO Management Agencies/Offices and NATO military commands concerned. The original of the form will be retained in the NATO Office of Security as the certificate of security clearance for the individual concerned.

Change of Registration

118. Should it be necessary for the issuing National Security Authority or designated security agency to change any of the details supplied at the time of initial registration, this will be done by

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that Authority preparing a new NATO/ISS/100 form and by marking a cross in the box provided under part 3 of the form (see Annex 8) to signify that the form supersedes one that was previously submitted to the NATO Office of Security. The NATO Office of Security, on receiving the form, will amend its records accordingly, reproduce parts 3 and 4 of the form, and distribute copies to all those agencies that received copies of the initial form and to any others that might be concerned.

Cancellations

119. The security status of an individual, once established and recorded in the NATO Industrial Security Index, will be changed or cancelled only at the request of the National Security Authority or designated security agency that issued the original certificate of security clearance. Therefore, should an issuing National Security Authority or designated security agency wish to withdraw an individual's name from the NATO Industrial Security Index because:

- (a) the duration of the security clearance has expired; or
- (b) the individual's employment has been terminated; or
- (c) the individual no longer has a need-to-know or to make international visits connected with a NATO classified project; or
- (d) the NPLO project has been completed or the contract has been completed; or
- (e) the individual's security clearance has been revoked;

the issuing National Security Authority or designated security agency will stamp or print in large letters the word "CANCELLED" across parts 3 and 4 of the NATO/ISS/100 form (see Annex 9) which it holds in its records and append the signature of a responsible official. The cancelled NATO/ISS/100 form will then be sent to the NATO Office of Security. Upon receipt, the NATO Office of Security will amend its Industrial Security Index and make and despatch copies of the cancelled form to the National Security Authorities or designated security agencies, NATO Management Agencies/Offices and NATO military commands concerned.

120. Upon receipt of a NATO/ISS/100 form marked "CANCELLED", the recipients will remove and destroy the original form for the particular individual that they hold in their current records. They may retain the form marked "CANCELLED" for record purposes or destroy it.

121. The NATO Office of Security will return to the issuing National Security Authority or designated security agency the original NATO/ISS/100 form that was used by that authority to effect the individual's registration in the NATO Industrial Security Index.

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Employees on Loan within an NPLO Programme

122. When an individual, who has been cleared for access to NATO classified information is required to be loaned from one facility to another involved in the same NPLO programme but in a different country, the individual's parent facility will request its National Security Authority or designated security agency to provide a NATO security clearance certificate for him to the National Security Authority or designated security agency of the facility to which he is to be loaned.

123. When an employee who has already been registered in the NATO Industrial Security Index is loaned to a facility in another country, his parent facility will request its own National Security Authority or designated security agency to arrange for the cancellation of the registration in the NATO/ISS Index. Such cancellation should be notified to the NATO Office of Security not earlier than 30 days and not later than 60 days from the date the loan commences.

124. If, however, the facility to which the individual is loaned considers that he will have to make repeated international visits or visits to more than one member nation on its behalf during the period of loan, it will request its National Security Authority or designated security agency to register the individual's name in the NATO/ISS Index in the name of the facility to which he is loaned. In such a case, the preparation of the NATO/ISS/100 form will be based upon the NATO security clearance certificate received from the individual's parent National Security Authority or designated security agency, under paragraph 122 above. Furthermore, beneath the name and address of his temporary employer, the name and address of the individual's parent facility from which he is on loan will be shown in parenthesis.

125. A facility to which an individual is loaned will arrange through its National Security Authority or designated security agency for the registration in the NATO/ISS Index to be cancelled not earlier than 30 days and not later than 60 days after the period of loan ends.

PROCEDURES FOR REQUESTING VISITS

126. No facility shall receive a visitor without first having obtained the consent of the facility's National Security Authority or designated security agency by such means as are prescribed by national procedures.

127. Each NATO body, contractor or government facility desiring to send members of its staff to visit another nation or a NATO Management Agency/Office will submit a visit request to

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the Management Agency/Office of the facility to be visited (or, when national procedures so require, to the National Security Authority or designated security agency of such a contractor or government facility) with copies to the facility itself via such channels as are approved by the appropriate National Security Authority or designated security agency. Such a request will contain the following data:

- (a) name and Christian names;
- (b) date and place of birth and current nationality;
- (c) adequate identification (passport or identity card number, showing date and place of issue);
- (d) official title of the individual;
- (e) the name of facility or government establishment in which the individual is employed;
- (f) the clearance status of the individual;
- (g) NATO programme in which the individual is engaged;
- (h) facility or facilities or government establishment, with complete address(es) which the individual desires to visit;
- (i) purpose of visit in sufficient detail, including, if known, the name of contract, so that the Management Agency/Office concerned may determine the need-to-know and requirement for the visit;
- (j) approximate date of intended visit or visits.

128. The NATO Management Agency/Office will, upon receipt of a visit request, determine the need-to-know and the requirement for the visit and ascertain the security status of the individual from its security clearance index file or from the NATO Office of Security if no local NATO record of the individual's clearance is available. If it is determined that the visit should be made, the Management Agency/Office will endorse the visit request on behalf of NATO and forward it together with its endorsement to the National Security Authority or designated security agency of the facility to be visited through such channels as may be designated by each nation, and will notify the originating National Security Authority or designated security agency when required. A copy of this visit request and the endorsement by the NATO Management Agency/Office will be forwarded directly to the facility to be visited.

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129. If the Management Agency/Office does not endorse a visit request, or a National Security Authority or designated security agency for the facility to be visited does not approve a visit request, all other organizations concerned will be immediately informed.

130. In the event a contractor or government facility considers it probable that an individual will be required to make more than one visit, the visit request submitted should seek authorization for repeated visits over a period not to exceed twelve months. Such visit requests, when approved, will permit subsequent visits to be made through direct arrangements between NATO contractors and/or NATO government facilities without reference to the NATO Management Agency/Office of the programme or to the National Security Authorities or designated security agencies in various participating nations. The NATO Management Agency/Office and, when required by national regulations, the National Security Authority or designated security agency of the visited nation, should be informed of each visit made by the NATO contractor or government representative, but approval of the National Security Authority or designated security agency should not be required during the twelve-month period in which the visit request is valid.

EMERGENCY PROCEDURES

131. In the event of a government facility or contractor wishing to send a member of its staff on a visit in respect of whom the preliminary procedure has NOT been completed, the visit request must be addressed to the appropriate National Security Authority or designated security agency of the individual. Should the National Security Authority or designated security agency be prepared to give an appropriate security clearance in respect of the individual, it will notify the visit request by electrical message to the NATO Management Agency/Office concerned and send copies to the National Security Authority or designated security agency of the facility to be visited and to the NATO Office of Security. NATO bodies will address such requests to the appropriate NATO Management Agency/Office and send a copy to the National Security Authority or designated security agency of the intending visitor.

132. Such requests will contain full personal details of the individual concerned, his passport number or other means of identification and his level of NATO security clearance together with an assurance that an appropriate certificate of security clearance will be forwarded to the NATO Office of Security within ten days.

133. If the National Security Authority or designated security agency of the facility to be visited approves the request it will notify without delay the requesting National Security Authority or designated security agency, the NATO Management Agency/Office and the facility to be visited that the visit may take place.

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134. If the National Security Authority or designated security agency does not approve the visit request, it will notify the requesting National Security Authority or designated security agency without delay so that the contractor may be advised and thus be given the opportunity of selecting another representative who is already listed in the NATO Industrial Security Index, and will also send a copy to the appropriate NATO Management Agency/Office.

135. These emergency procedures should not be abused.

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ANNEX 2 to
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The Construction Stage

7. Under this heading are grouped those security considerations which arise between the commencement of the construction of individual Infrastructure projects and their final acceptance by the Infrastructure Committee.

Security Procedures

8. The security requirements and the procedures in connection with Infrastructure set out in this document are those of international concern only, that is to say, for application by international agencies or by two or more NATO member nations in concert.

9. Security procedures of national concern only, e. g., those applied by the National Security Authorities or designated security agencies of member nations in relation to the safeguarding of NATO classified information entrusted to individual facilities in their nations awarded Infrastructure contracts are not considered in detail in this document. Such procedures will generally be in accordance with C-M(55)15(Final).

THE PLANNING STAGE

General

10. In general terms, the successful application, with the minimum wastage of time and effort, of appropriate security protection to an Infrastructure project at all stages of planning and construction will depend mainly on the correct application of security classifications. The system of security classifications is the means of indicating the degree of security protection to be applied to matters and it is important that the degree of security protection called for should correspond with what is necessary and practicable. This is particularly important in the Detailed Planning Stage, since the application of unnecessarily high security classifications in this stage may involve the subsequent application of unjustified security measures, may complicate and delay the progress of the project concerned and may unnecessarily entail additional costs.

11. Three general security principles are particularly involved in the application of security classifications to Infrastructure projects. These are as set forth at paragraph 35(a) of Enclosure "D".

12. The application of these general principles to the classification of Infrastructure projects is as follows:

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34. The host nation will not issue classified documents in connection with a contract unless the facility has been listed as acceptable from a security point of view in accordance with paragraph 27 above or is the subject of a facility clearance in accordance with paragraph 69 of Enclosure "D". Classified documents will only be forwarded through channels approved by the National Security Authority or designated security agency of the facility.

35. In obtaining security clearance for facilities to be invited to bid, it should be borne in mind that, in addition to the bidding facility, other associated facilities may be involved in the execution of the contract, for example, a branch or subsidiary. Similarly, a bid may be offered by a subsidiary company whose parent company will eventually be required to supervise or inspect execution of the contract. It is not feasible to lay down precise regulations governing all such situations arising from the existence of separate but related companies. In so far as possible, however, these situations should be resolved during the bidding stage; that is to say the security record of any associated or branch facilities which will be involved in the classified aspects of the contract should be examined at this time in order to prevent future delays and difficulties.

36. Unless a facility already appears on a list of cleared facilities, security clearance for a facility which is to be given NATO classified information should be sought by a host nation on each occasion, even if it is known that the facility has previously been security cleared. It should NOT be assumed that the facility's old clearance is still valid. Where, however, a facility has previously been given a security clearance, the process of providing a new security clearance, or alternatively, of advising against the use of the facility, will frequently take less time. Where a facility has a current NATO classified contract (from whatever NATO nation), the security clearance would be valid for a contract of the same classification or lower and could be furnished without delay to any other NATO nation wishing to use the facility.

Preliminary Contact between Appropriate National Security Authorities or Designated Security Agencies and Facilities Cleared to Receive Invitations to Bid

37. As soon as security clearance has been given for a facility to be invited to bid, a representative of the appropriate National Security Authority or designated security agency of the nation of origin of the facility should, unless the facility in question has already been engaged on classified contracts and therefore understands security procedures, get in touch with the facility and instruct them in the preliminary security measures. This would include:

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ANNEX C to
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40. Should it be necessary to include any classified details in the cahier des charges or contract specifications, the National Security Authority or designated security agency of the host nation should, having taken account of factors such as are mentioned in the preceding paragraph, draw up a precise definition, for inclusion in the cahier des charges or contract specifications, of the classified aspects and indicate clearly the classifications accorded to them. Mention should also be made in the cahier des charges or contract specifications as to the security requirements which will be imposed on the contractor in the final contract. The provisions of C-M(55)15(Final) regarding the transmission of classified documents, particularly across national frontiers, must also be borne in mind.

Security Provisions in the Contract

41. Contracts drawn up by host nations will clearly be drafted according to national practice and in the light of national legislation. Every contract involving NATO classified information should, however, clearly set out the security requirements to be observed by the contractor. Such requirements may be included in a clause in the contract or may be the subject of a separate security agreement or instruction made binding on the contractor by whatever means is most in accordance with national usage, but which takes account of paragraph 45 of Enclosure "D".

THE CONSTRUCTION STAGE

Security Advice to the Facility Awarded the Contract

42. Immediately the contract has been awarded, the host nation will notify the National Security Authority or designated security agency of the nation of origin of the facility of the details of the classified aspects of the contract (sending two copies of the contract itself, and two copies of the "security aspects letter") in order that the appropriate National Security Authority or designated security agency of that nation may visit the facility and make detailed arrangements for:

- (a) the issue of security clearances for all those persons in the facility who must have access to the classified aspects of the contract;
- (b) physical security arrangements for the protection of the classified aspects of the contract which are received in the nation of origin of the facility;

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ANNEX 4 to
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NATO FACILITY SECURITY CLEARANCE CERTIFICATE

This is to certify that on _____, the
(date)

National Security Authority of _____

granted to the _____
(name of facility)

located at _____
(address of facility)

a NATO facility security clearance in accordance with the provisions of
paragraph 71 of Enclosure "D" to C-M(55)15(Final), valid until _____
date

The National Security Authority of _____ confirms that:

(a)* appropriate security measures exist and will be maintained
to provide adequate protection to such NATO _____
(classification)
information as may be required by the facility in bidding or
negotiating for any NATO classified contract. Further
security measures can only be arranged after having received
detailed information on the level and the volume of the
classified information to be protected in connection with
the contract;

(b)* appropriate security measures exist and will be maintained
to provide adequate protection to such NATO _____
(classification)
information as may be required by the facility in bidding
or negotiating for any NATO classified contract and appropriate
security measures will be provided and maintained to give
adequate protection to NATO _____ information
(classification)
required by the facility in the performance of any contract in
the following NPLO programme(s)/Infrastructure works

(designation of NPLO programme(s) or Infrastructure works)

(Signature)

(Stamp or Seal of Issuing Authority)

* Delete (a) or (b) as applicable

DECLASSIFIED/DECLASSIFIEE - PUBLIC DISCLOSED/MISE EN LECTURE PUBLIQUE

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ANNEX II to
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NATO AGENCIES, PROGRAMMES, PROJECTS
AND PARTICIPATING NATIONS

NATO Agencies

The Security Officer,
Central Europe Operating Agency,
11 rue du Général Pershing
78000 - Versailles,
France.

Telephone: 954.70.84

Telex: CEOA VERSAILLES
(Transmission via NATO Military
System only)

The Security Officer,
Koblenz Procurement Centre,
5400 Koblenz
Lohrstrasse 23
Federal Republic of Germany

Telephone: 261.12116

Telex: 862826 NAMSA D

The Security Officer,
NATO Hawk Management Office,
20 rue Galliéni
92500 - Rueil-Malmaison,
France.

Telephone: 967.56.12

Telex: 27.020

The Security Officer,
NADGE Management Office,
NATO Headquarters,
1110 Brussels,
Belgium.

Telephone: 41.44.00
Ext. 5513/14

Telex: 23.867
(Please pass to NADGEMO)

Programmes and Projects

Operational and technical
control of the Central Europe
Pipeline System (CEPS)

F104 G Programme

NATO F104 G Aircraft

HAWK Programme
HAWK European Limited
Improvement Programme
NATO HAWK Missile
NATO HAWK Improved Missile

NADGE Programme

NATO Air Defence
Ground Environment

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NATO Agencies

The Security Officer,
NATO Multi-Rôle Combat Aircraft
Development and Production
Management Agency,
8000 Munich 86
Arabellastrasse 16
Federal Republic of Germany
Telephone: 92271 Ext. 343
Telex: 529.361 NAMMA D

The Security Officer,
NATO Maintenance and Supply Agency,
17 rue Auguste Lumière,
Luxembourg,
Grand Duchy of Luxembourg.
Telephone: 48.60.31 Ext. 20
Telex: 553 NAMSA L
(Attention: Security Office)

The Security Officer,
NATO Integrated Communications System
Management Agency,
9 rue des Sols,
1000 Brussels,
Belgium.
Telephone: 13.86.30
Telex: 25.931

Programmes and Projects

MRCA Programme

NATO Multi-Rôle Combat
Aircraft

The NATO Maintenance and Supply Agency is established to analyse the spare parts requirements of NATO member nations as well as their own resources, to plan and adopt joint maintenance and overhaul arrangements, to organize the supply of spare parts and to exchange information on technical problems. It is, for example, involved in the HAWK and F104 G programmes.

NICS Programme

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Participating Nations

Programmes

Belgium, Canada, France, Germany,
Luxembourg, Netherlands,
United Kingdom, United States

CEPS

Belgium, Canada, Denmark, France,
Germany, Italy, Netherlands,
United States

F104 G

Belgium, France, Germany, Italy,
Netherlands, United States

HAWK

Denmark, France, Germany, Greece,
Italy, Netherlands, United States

HELIP

Belgium, Canada, Denmark, France,
Germany, Greece, Italy, Luxembourg,
Netherlands, Norway, Portugal, Turkey,
United Kingdom, United States

NADGE

Germany, Italy, United Kingdom

MRCA

Belgium, Denmark, France, Germany,
Greece, Italy, Luxembourg, Netherlands,
Norway, Portugal, Turkey, United Kingdom,
United States

NAMSO

Belgium, Canada, Denmark, Germany,
Greece, Italy, Luxembourg, Netherlands,
Norway, Portugal, Turkey,
United Kingdom, United States

NICS

NATIONAL AGENCIES AND MAJOR NATO COMMANDS CONCERNED
WITH INTERNATIONAL VISIT CONTROL PROCEDURES

BELGIUM

Ministère de la Défense Nationale,
SDRA,
Sécurité Industrielle
Avenue Jules Bordet 75
1140 Brussels

Tel.: 02/15.98.70, Ext. 17
34.93.00)
34.94.00) Ext. 418
33.96.80)

Telex: 22041) CTR BR B
22423)
21339) CTR BN B
21857)

All messages sent by telex must begin
as follows:

"MOD Belgium - please pass to SDRA -
Securite Industrielle (for action) or
(for information)".

CANADA

Director,
Security Services Branch,
Industrial Security Division,
Department of Supply and Services,
70 Lyon Street,
Ottawa, K1A 0S5.

Tel.: Ottawa (416) 992.2510

Telex: 0534.205.DS.OTT

DENMARK

Danish Defence Intelligence Service,
Attention: Major H. Busk,
Elefantstok 10,
Kastellet,
DK 2100 Copenhagen Ø

Tel.: (01) 11.22.33

Telex: 22662 DENMARK

FRANCE

Délégation Ministérielle pour
l'Armement,
Département Organisation,
Attention: Lt. Col. Gallas,
10 rue St. Dominique,
75007 - Paris.

Tel.: 551.68.70 Ext. 24.463

Telex: 27003 DELEGARM PARIS

Chef du Bureau COSMIC Secondaire
de la DTCA,
Attention: Capitaine Bertrand,
26 Boulevard Victor,
75015 - Paris

Tel.: 828.70.90 Ext. 32.82

Telex: 20795 AIR PARIS
(For DTCA/90)

GERMANY

Der Bundesminister für Wirtschaft,
Attention: Herrn H. H. Sommer,
Referat ZS
53 Bonn Duisdorf,
Postfach

Tel.: Bonn 761

Telex: 886747

GREECE

Supreme Hellenic Armed Forces
Command,
Security Directorate,
Athens.

Tel.: 646.4214 Ext. 2526

No Telex

ITALY

Stato Maggiore della Difesa,
SID/USI,
Attention:

Col. G. Caruso
Via XX Settembre, 8
Rome.

Tel.: 627.4654

Telex: 61665 or 62101

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ANNEX 12 to
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LUXEMBOURG

Autorité nationale de sécurité OTAN,
Ministère d'Etat,
Plateau du St. Esprit,
Luxembourg.

Tel.: 448331 (Central)

Telex: 481 RESELUX L

NETHERLANDS

Chef van de Luchtmachtstaf,
Afdeling Veiligheid/Bureau L2b
Rotterdamseweg 35,
Rijswijk (ZH).

Tel.: 070.81.43.21 Ext. 3085 or
3087

Telex: 31347
MOD NL AIR THE HAGUE
(Attention: HL2B)

NORWAY

Headquarters Defence Command Norway,
(HQ DEFCOMNOR),
CI and Security Division,
Oslo Mil,
Oslo 1.

Tel.: 33.74.50

Telex: 11262 (During working hours)
11240 (Outside working hours)

PORTUGAL

Autoridade Nacional de Segurança,
Secretariado-Geral da Defesa Nacional,
Rua Cova da Moura 1,
Lisbon 3.

Tel.: 66.15.55/66.81.61 Ext. 269

Telex: 1585 MOD PORTUGAL (ANS)

TURKEY

(TCCD - Turkish NATO Central
Council Department, Ankara,
Turkey),
Kuzey Atlantik Andlaşması,
Merkez Kurulu Başkanlığı,
Ankara.

Tel.: Ankara 12.70.40

No Telex

UNITED KINGDOM

Sy 2e/IVCO,
Room 412A,
Procurement Executive,
Ministry of Defence,
Princes House,
Kingsway,
London, WC2B 6UA

Tel.: 01.836.1215 Ext. 3090 or
3885

Telex: 22241

UNITED STATES

Chief,
Defense Industrial Security
Clearance Office,
PO Box 2499,
Columbus, Ohio 43216.

Tel.: 91.1.614.236.2136

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ANNEX 12.10
ENCLOSURE ID to
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SACEUR

Supreme Headquarters Allied Powers Europe,
Attention: Intelligence Division,
CI and Security Branch,
B-7010 SHAPE, Belgium.

Tel.: 065.44055

Telex: 57460

SACLANT

Supreme Allied Commander Atlantic
Attention: Security Officer,
Norfolk, Virginia 23511, USA

Tel.: 444-6042 or 444-6043

Telex: 823616

CINCHAN

Allied Commander-in-Chief Channel
Attention: Staff Secretary,
Eastbury Park,
Northwood, Middlesex, England.

Tel.: NORTHWOOD 26161,
Ext. 470

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ANNEX B to
ENCLOSURE
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NATIONAL AGENCIES CONCERNED WITH INTERNATIONAL
TRANSPORTATION OF NATO CLASSIFIED MATERIAL

BELGIUM

Ministère de la Défense Nationale,
SDRA,
Sécurité Industrielle,
Avenue Jules Bordet 75,
1140 Brussels.

Tel.: 02/15.98.70 Ext. 17
34.93.00) "
34.94.00) " 418
33.96.80) "

Telex: 22041) CTR BR B
22423)
21339) CTR BN B
21857)

CANADA

Director,
Security Services Branch,
Industrial Security Division,
Department of Supply and Services,
70 Lyon Street,
Ottawa K1A 0S5.

Tel.: Ottawa (416) 992.2510

Telex: 0534.205.DS.OTT

DENMARK

Danish Defence Intelligence Service,
Attention: Major H. Busk,
Elefantstok 10,
Kastellet,
DK 2100 Copenhagen Ø.

Tel.: (01) 11.22.33

Telex: 22662 Denmark

FRANCE

Délégation Ministerielle pour
l'Armement,
Département Organisation,
Attention: Lt. Col. Gallas,
10 rue St. Dominique
75007 Paris.

Tel.: 551.68.70 Ext. 24.463

Telex: 27003 DELEGARM PARIS

Chef du Bureau COSMIC
Secondaire de la DTCA,
Attention: Capitaine Bertrand,
26 Boulevard Victor,
75015 Paris.

Tel.: 828.70.90 Ext. 32.82

Telex: 20795 AIR PARIS
(for DTCA 90)

GERMANY

Der Bundesminister für Wirtschaft
Attention: Herrn H. H. Sommer,
Referat ZS,
53 Bonn Duisdorf,
Postfach

Tel.: Bonn 761

Telex: 886747

GREECE

Supreme Hellenic Armed Forces
Command,
Security Directorate,
Athens.

Tel.: 646.4214 Ext. 2526

No Telex.

ITALY

Stato Maggiore della Difesa,
SID/USI,
Attention:
Col. G. Caruso
Via XX Settembre, 8,
Rome.

Tel.: 627.4654

Telex: 61665 or 62101

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ANNEX 13 to
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LUXEMBOURG

Autorité nationale de sécurité OTAN,
Ministère d'Etat,
Plateau du St. Esprit,
Luxembourg.

Tel.: 448331 (Central)

Telex: 481 RESELUX L

NETHERLANDS

Chef van de Luchtmachtstaf,
Afdeling Veiligheid/Bureau L2b,
Rotterdamseweg 35,
Rijswijk (ZH).

Tel.: 070.81.43.21 Ext. 3085 or
3087

Telex: 31347

MOD NL. AIR THE HAGUE
(Attention HL2B)

NORWAY

Headquarters Defence Command
Norway,
(HQ DEFCONOR),
CI and Security Division,
Oslo Mil,
Oslo 1.

Tel.: 33.74.50

Telex: 11262 (During working hours)
11240 (Outside working hours)

PORTUGAL

Chefe do Registo Central,
Ministério dos Negócios
Estrangeiros,
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INTERNATIONAL VISITS UNDER BILATERAL ARRANGEMENTS
PROCESSING TIME

Upon receipt by the various National Security Authorities or designated security agencies and NATO Management Agencies/Offices of a request for an international visit to be made under bilateral arrangements, the processing times are as set forth below:

<u>MEMBER NATION</u>	<u>NUMBER OF DAYS</u>
Belgium	21
Canada	2
Denmark	7
France	30
Germany	21
Greece	30
Italy	7
Luxembourg	14
Netherlands	14
Norway	21
Portugal	
Turkey	30
United Kingdom	21
United States	30
<u>NATO Management Agency/Office</u>	
Central Europe Operating Agency	3
Koblenz Procurement Centre	2
NATO HAWK Management Office	7
NADGE Management Office	3
NATO Multi-Rôle Combat Aircraft Development and Production Management Agency	3
NATO Maintenance and Supply Agency	3
NATO Integrated Communications System Management Agency	3

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Bulgaria
Chinese People's Republic
Cuba
Czechoslovakia
German Democratic Republic
Berlin (East)
Hungary
North Korea
North Vietnam
Outer Mongolia
Poland
Rumania
Soviet Union
Yugoslavia

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