

MEMO ROUTING SLIP		RELEVEL D 458056	
LEVEL D 458056, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS.			
1	NAME OR TITLE <i>Mr. Friedman</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <i>S/ASST</i>	DATE	COORDINATION
2			<input checked="" type="checkbox"/> FILE
			<input checked="" type="checkbox"/> INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS <i>As requested.</i>			
FROM NAME OR TITLE <i>V. Benton</i>		DATE <i>1 Dec. 53</i>	
ORGANIZATION AND LOCATION <i>NSA-40, 9/SEC</i>		TELEPHONE	

DD FORM 1 FEB 50 94 REPLACES NME FORM 94, 1 FEB 49, WHICH MAY BE USED. 16-56263-2 GPO ★

NATIONAL SECURITY AGENCY  
Washington 25, D. C.

24 November 1953

OFFICE OF COMMUNICATION SECURITY DIRECTIVE NO. 4-120-5

SUBJECT: Guidance on Regrading of RESTRICTED Material

Reference: D/F from AG dated 20 Nov 53, Subj: Presidential Order  
Affecting Security Classification

## EFFECTIVE UNTIL RESCINDED OR SUPERSEDED

1. Purpose. - The purpose of this directive is to provide guidance within the Office of Communication Security concerning the regrading of RESTRICTED material for which this Office is responsible. Further guidance will be published as appropriate.

2. General Policy.

a. Effective immediately, the classification "RESTRICTED" shall not be used on any material originated by the Office of Communication Security.

b. Effective 15 December 1953, the statement "Security Information" shall not be used.

- (1) The statement need not be deleted from documents now under preparation if those documents are beyond the mockup stage even though distribution cannot be made prior to 15 December.
- (2) The statement shall not be included on documents which have not passed the mockup stage in preparation.

c. Publications.

- (1) Each Division and Group shall make a list of all RESTRICTED publications now in preparation. This list shall be submitted to Analysis & Evaluation Division for review and reclassification. An indication of priority should be made on the list showing those items which are scheduled for production within the next two weeks in order that they may receive first attention in review.

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- (2) RESTRICTED publications which have already been completed shall be reviewed by Analysis & Evaluation Division for determination of regrading in accordance with the standards outlined in paragraph 3 below.

d. Equipment.

- (1) Analysis & Evaluation Division shall review all RESTRICTED COMSEC equipment and shall determine whether it requires regrading to CONFIDENTIAL or Unclassified. Analysis & Evaluation Division will advise Planning Group as soon as this determination is made in order that appropriate action may be taken in regard to replacement of nameplates. Analysis & Evaluation Division is responsible for promulgation of regrading information to holders pertaining to RESTRICTED equipments and will normally do so via the medium of changes to operating instructions for these equipments.
- (2) Contracts. - Each contract under C/SEC cognizance which involves RESTRICTED equipment, components, parts, etc., shall be subject to individual review by the Planning Group Project Coordinator concerned.
  - (a) The Security Requirements Check List shall be used for this review. The RESTRICTED column in these check lists shall be examined and each RESTRICTED item shall be regraded on the basis of the guide provided in paragraph 3.
  - (b) All doubtful items shall be earmarked as well as items for which a regrading to CONFIDENTIAL will lead to serious contractual difficulties due to the clearances or facilities of the contractor involved.
  - (c) Analysis & Evaluation Division will review the Planning Group decisions giving special attention to earmarked items and performing coordination with Planning Group and other Divisions as necessary during the resolution of each particular case.

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- (d) As regrading of particular RESTRICTED contracts is completed, Planning Group shall promulgate the information to contractors concerned and shall inform them of their responsibilities to regrade the items concerned and any RESTRICTED correspondence pertaining to those items.

e. Correspondence. - Each Division and Group is responsible for the review of all RESTRICTED correspondence originated by that Division or Group and shall regrade each item either CONFIDENTIAL or Unclassified on the basis of the guide provided in paragraph 3. During the review, the correspondence shall be separated into two categories-- those which are regraded CONFIDENTIAL and those which are declassified. A listing of each category shall be made, first by common addressees, and chronologically within each common addressee grouping. These lists shall be submitted to the AG. (The AG will collate these lists with those received from other NSA organizations and will promulgate the regrading information.)

f. Messages. - Each Division and Group is responsible for a review of all RESTRICTED messages originated by that Division or Group. The procedure to be followed is similar to that outlined for the handling of RESTRICTED correspondence except that date-time groups are to be used in the chronological listings.

NOTE: Whenever any message is declassified, the declassification procedures outlined in AFSAG L210A and elsewhere are to be followed meticulously.

3. Guide to Regrading. - The basic principle to be followed in regrading RESTRICTED matter pertaining to cryptographic systems is as follows: If the information does pertain directly to cryptographic matters and if a real justification existed for its having been classified originally, the need for protection is not altered and upgrading to CONFIDENTIAL is required unless the original situation has changed. Since the collection of intelligence is expensive and laborious even when only minimum security protection is given to the information sought, justification for declassification cannot be made on the basis of "common knowledge" or possible availability of the information elsewhere. Nor is "contractual expedience" a valid justification for declassification. Declassification may not be made simply because the information is difficult to protect or because its protection heretofore may have been inadequate. Below are listed specific categories of RESTRICTED

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information which require upgrading to CONFIDENTIAL as well as those which may be declassified. It should be noted that all material regraded CONFIDENTIAL immediately becomes subject to the handling requirements for material of that classification. When a RESTRICTED registered item is declassified, it can no longer be registered. If it appears desirable, it may be copy-numbered to facilitate local accounting.

a. RESTRICTED information requiring upgrading.

- (1) Information which may lead directly to the exploitation of one or more cryptosystems whether current, planned, or in use within the past 5 years. This includes:
  - (a) Any material specifically related to a particular cryptosystem when the relationship is shown in the publication, correspondence, or message being regraded. RESTRICTED components or elements employed in a particular crypto-equipment require upgrading whenever their relationship to the equipment is indicated. Specific cryptoprocedures classified RESTRICTED require upgrading if the equipments or systems employing them are identified.
  - (b) Any material or information which tends to reveal unknown features or principles embodied in cryptosystems.
  - (c) Any information revealing the principle of any specific cryptosystem if the identity of the particular cryptosystem is also revealed.
- (2) Any information pertaining to Communications Intelligence.
- (3) Information of sufficient detail to reveal the C/SEC mission and function of the National Security Agency except in the most general terms.
  - (a) In its broad outlines, the mission of this Agency is considered Unclassified.
  - (b) Whenever any indication of scope is made; e.g., number of personnel, number of equipments, overall cost of programs, details of the relationship between this and other Agencies, organizational charts, etc., a minimum classification of CONFIDENTIAL is required.

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- (4) Information of sufficient detail to permit association of mutual holders of particular cryptosystems.

b. RESTRICTED information which may be declassified:

- (1) Documents, correspondence, and messages pertaining to abandoned projects.
- (2) Information pertaining to cryptosystems which have been obsolete or defunct for 5 or more years.
- (3) Parts lists not identified with particular cryptoequipments.
- (4) Administrative instructions and procedures.
- (5) Personnel actions.

## c. The following regradings show examples of implementation of this policy:

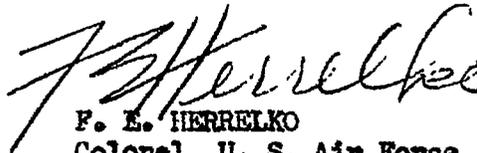
- (1) Upgraded to CONFIDENTIAL
  - (a) RESTRICTED lists of cryptoholdings.
  - (b) AFSAM 7/1, AFSAM 499.
  - (c) Operating Instructions for AFSAM 499, for AFSAM 36.
- (2) Downgraded to Unclassified
  - (a) Individual short titles transmitted by any means (unless linked by long title or other means to the material to which they pertain).
  - (b) The Cryptographic Equipment Parts Catalog.
  - (c) RESTRICTED elements of SIGFOY (Converter M-325) and RESTRICTED publications, correspondence, and messages pertaining thereto.
  - (d) AFSAM 100.

4. Any questions regarding implementation of this policy or requests for assistance in its interpretation may be referred to Analysis

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& Evaluation Division. Any RESTRICTED information which does not appear to fall under any of the categories indicated in foregoing paragraphs may also be referred to Analysis & Evaluation Division for assistance in regrading.



F. E. HERRELKO  
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Assistant Director,  
Communication Security

## DISTRIBUTION:

AG, R/D, LOG (2 each)  
C/SEC, 401, 403 (1 each)  
402 (2)  
41 (5)  
42 (12)  
43 (5)  
DCS/A  
PROD