

**The following are pertinent
excerpts from:**

**Army Regulation 380–5
Security Department of
the Army
Information
Security Program**

Army Regulation 380-5

Security

**Department of
the Army
Information
Security
Program**

**Headquarters
Department of the Army
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UNCLASSIFIED

c. Classified discussions are not permitted in personal residences, in public, in public transportation conveyances (airplane, taxi, etc.), or in any area outside approved spaces on a U.S. Government or cleared contractor facility. As an exception to this policy, and in certain situations requiring immediate contact and discussion of classified information in off-duty hours, the installation of a secure telephone unit (such as STU-III) can be authorized in personal residences to the extent that MACOM policy permits, up to, and including, the SECRET level. Only the SECARMY is authorized to permit TOP SECRET communications and document storage in personal residences. This will not be authorized for personal convenience. Where such units are permitted, care must be exercised in ensuring that unauthorized personnel, to include family members, are not within hearing distance when classified discussions take place, and that the control key for the unit is either personally retained or stored in a discrete location separate from the unit. In such cases, it can be necessary for the custodian of the unit to make notes regarding the classified discussion that occurs over the security telephone. Where this occurs, such classified notes can be retained in the personal residence only until the next duty day. If the next duty day falls during a period of more than one day, leave, Temporary Duty (TDY), or other absence, the material will be delivered for storage to a U.S. Government or cleared contractor facility prior to such absence. While in a personal residence, such classified notes will be safeguarded and under the personal, physical control of the authorized, cleared holder of the notes, at all times.

7-7. Safeguarding of U.S. Classified Information Located in Foreign Countries

Except for classified information released to a foreign government or international organization, and under the safeguarding of that country or organization, U.S. classified material will be retained in foreign countries only when necessary to satisfy specific U.S. Government requirements. Commanders will take into consideration the additional risk associated with storing, discussing, and processing classified information outside the United States in establishing procedures to implement this regulation. Particular attention will be paid to the foreign release requirements of AR 380-10, making sure that classified material is not accessed by foreign personnel not authorized access to the information, keeping classified holdings to the minimum required, making sure that classified material no longer required is frequently and completely destroyed, making sure that classified discussions and processing are protected from unauthorized access from personnel working in the area, that classified discussions are conducted on secure communications equipment, and requiring that the emergency destruction plan is rehearsed and is practical for execution. U.S. classified material in foreign countries will be stored at:

a. A U.S. military installation, or a location where the United States enjoys extraterritorial status, such as an embassy or consulate.

b. A U.S. Government activity located in a building used exclusively by U.S. Government tenants, provided the building is under 24-hour control by U.S. Government and U.S. citizen personnel.

c. A U.S. Government activity located in a building not used exclusively by U.S. Government tenants nor under host government control, provided the classified material is stored in security containers approved by the GSA and is placed under 24 hour control by U.S. Government and U.S. citizen personnel.

d. A U.S. Government activity located in a building not used exclusively by U.S. Government tenants but which is under host government control, provided the classified material is stored in GSA-approved security containers, which are further secured in a locked room or area, to which only authorized U.S. personnel have access. The room or area will be secured with a 3-position dial combination lock meeting Federal Specification FF-L-2740A (electro-mechanical lock). MACOMs can approve the use of an existing non-FF-L-2740A lock until the lock meeting Federal Specification FF-L-2740A is installed.

7-8. Equipment Designations and Combinations

a. There will be no external mark revealing the level of classified information authorized to be stored in a given container or vault. Priorities for emergency evacuation and destruction will not be marked or posted on the exterior of storage containers, vaults, or secure rooms. For identification and/or inventory purposes, each vault or container will bear, externally, an assigned number or symbol not relating to any known security markings. This, along with the SF 702 and the "OPEN-CLOSED" or "OPEN-LOCKED" signs, are the only items permitted on the exterior of the security container. The top of the security container will not be used as a "bookshelf" or paper storage area. Storage of various non-authorized items on the top of storage containers, could lead to classified material being inadvertently left unsecured and/or mixed in with other miscellaneous material.

b. Combinations to security containers, vaults, and secure rooms will be changed only by individuals assigned that responsibility in writing (for example, the command security manager) and the appropriate security clearance. Combinations will be changed:

- (1) When placed in use.
- (2) Whenever an individual knowing the combination no longer requires access.
- (3) When the combination has been subject to possible compromise.
- (4) At least once annually.
- (5) When taken out of service. When taken out of service, built-in combination locks will be reset to the standard combination 50-25-50; combination padlocks will be reset to the standard combination 10-20-30.

(6) Annually, per U.S. Central Registry, when NATO information is stored in the security container, vault, or secure room.

c. A record will be maintained for each vault, secure room, or container used for storing classified information, showing location of the container, the names, home addresses, and home telephone numbers of the individuals having knowledge of the combination. Standard Form 700 (Security Container Information) will be used for this purpose. A current record for all security containers, vault doors, and padlock combinations will be kept on SF 700.

(1) Complete part 1 and part 2A, SF 700. Include the name and signature of the person making the combination change in item 9, part 1.

(2) Part 1, SF 700 will be posted on the inside of the lock drawer of the security container.

(3) Parts 2 and 2A, SF 700 will be marked with the highest classification of material stored in the container.

(4) Part 2A, SF 700 will be detached and inserted in the envelope. Part 2A, SF 700, used to record a TOP SECRET combination, will be accounted for in the same manner as other TOP SECRET documents, except that a DA Form 969 is not required. Because of the design of the SF 700, the TOP SECRET information would not be disclosed to personnel handling the sealed envelope. Upon change of a TOP SECRET combination, the old Part 2A is automatically declassified, and may be deleted from the TOP SECRET register (or DA Form 3964).

(5) Only part 1, SF 700 need be completed for security containers storing two-person control material. Parts 2 and 2A need be used only if there is a specific need for recording the combination.

d. The combination of a container, vault or secure room used for the storage of classified information will be treated as information having a classification equal to the highest classification level of the classified information to be stored inside. Such written records are classified and will be stored in containers approved for the storage of classified information, at the appropriate classification level, at the next higher headquarters. Written records of combinations will not be personally retained in wallets, purses, briefcases, desk drawers, on calendars or note pads, or written "in code" or foreign languages and stored in unapproved locations.

e. Access to the combination of a vault or container used for the storage of classified information will be granted only to those individuals who are authorized access to the classified information that is to be stored inside.

f. Entrances to secure rooms or areas, will be either under visual control at all times during duty hours, to preclude entry by unauthorized personnel, or the entry will be equipped with electric, mechanical, or electro-mechanical access control devices to limit access during duty hours. Section III, of this Chapter, provides standards for these access control devices. Electronically actuated locks (for example, cipher and magnetic strip card locks) and other such locking devices used primarily for duty-hours access control do not afford by themselves the required degree of protection for classified information and must not be used either during or after duty hours as a substitute for the locks prescribed in paragraph 7-4b.

7-9. Repair of Damaged Security Containers

Neutralization of lock-outs, or repair of any damage, that affects the integrity of a security container approved for storage of classified information, will be accomplished only by authorized persons who have been the subject of a trustworthiness determination, in accordance with AR 380-67, or are continuously escorted while so engaged.

a. With the exception of frames bent through application of extraordinary stress, a GSA-approved security container manufactured prior to October 1991 (identified by a silver GSA label with black lettering affixed to the exterior of the container) is considered to have been restored to its original state of security integrity as follows:

(1) All damaged or altered parts, for example, the locking drawer, drawer head, or lock, are replaced.

(2) The safe has been drilled immediately adjacent to or through the dial ring to neutralize a lock-out, a replacement lock meeting FF-L-2740A is used, and the drilled hole is repaired with a tapered, hardened tool-steel pin, or a steel dowel, drill bit, or bearing, with a diameter slightly larger than the hole, and of such length that when driven into the hole there will remain at each end of the rod a willow recess not less than $\frac{1}{8}$ -inch nor more than $\frac{3}{16}$ -inch deep to permit the acceptance of substantial welds, and the rod is welded both on the inside and outside surfaces. The outside of the drawer head must then be puttied, sanded, and repainted in such a way that no visible evidence of the hole or its repair remains on the outer surface.

b. In the interests of cost efficiency, the procedures identified in subparagraph a(2) above, should not be used for GSA-approved security containers purchased after October 1991, distinguished by a silver GSA label with red lettering affixed to the outside of the container control drawer, until it is first determined whether warranty protection still applies. To make this determination, it will be necessary to contact the manufacturer and provide the serial number and date of manufacture of the container. If the container is under warranty, a lockout will be neutralized using the procedures described in the Federal Standard FED-STD-809 (Neutralization and Repair of GSA Approved Containers), dated 1 April 1998.

c. Unapproved modification or repair of security containers and vault doors is considered a violation of the container or door's integrity and the GSA label will be removed. Thereafter, these safes will not be used to protect classified information except as otherwise authorized in this regulation.

d. For technical assistance concerning classified material physical security storage standards, commands can contact the Interagency Advisory Committee on Security Equipment (IACSE). The designated DA representatives to the

IACSE, Security Equipment and Locking Systems (SEALS) subcommittee can be reached through the Army Intelligence Materiel Activity, Intelligence Materiel Management Center, Fort George G. Meade, MD 20755-5315.

7-10. Maintenance and Operating Inspections

MACOMs will establish procedures concerning repair and maintenance of classified material security containers, vaults, and secure rooms, to include a schedule for periodic maintenance. The following guidelines pertain to spotting repair and maintenance problems that will be addressed outside the regular maintenance schedule.

a. Security containers are usually serviceable for at least 25 years, if properly maintained. The life span of the container is often cut short by lock or locking bolt linkage malfunctions that require neutralization of the container. Most of these problems can be detected in their early stages, and definite symptoms can warn of a developing problem. Users should be alert for these symptoms, and if any of them are detected, the users should immediately contact their supporting maintenance activity for help. It is important to never use force to try to correct the problem. Critically needed material should not be stored in containers showing any of these symptoms, since they cannot be depended upon to open again. Should that occur, the user can be faced with a lockout.

b. Users should watch for the following signs of trouble:

- (1) A dial that is unusually loose or difficult to turn.
 - (2) Any jiggling movement in the dial ring. This is often detected when a twist motion is applied to the dial.
 - (3) Difficulty in dialing the combination or opening the container. Examples are:
 - (a)* The need to dial the combination more than once, when human error is not at fault.
 - (b)* The need to dial on numbers that are slightly above or below the correct number in the combination.
 - (4) Difficulty with the control drawer or other drawers. Examples are:
 - (a)* Drawers rubbing against container walls. This can be caused if the container is not leveled, or the tracks or cradles are not properly aligned.
 - (b)* Problems with opening or closing drawers because the tracks or cradles need lubricant, material is jammed in behind the drawer, or the internal locking mechanism is tripped.
 - (5) Difficulty in locking the control drawer. Examples are:
 - (a)* The control drawer handle or latch will not return to the locking position when the drawer is shut.
 - (b)* On Sargent and Greenleaf (S&G) or other similar locks, the butterfly in the center of the dial will not turn after the control drawer is shut and the dial has been turned to zero.
 - (c)* The locking bolts move roughly, slip, or drag, or the linkage is burred or deformed.
- c.* Commands will periodically remind users of containers about the above guidelines.

7-11. Turn-in or Transfer of Security Equipment

In addition to having combinations reset before turn-in (see paragraph 7-8b(5)), security equipment will be inspected before turn-in or transfer to ensure that classified material is not left in the container. The turn-in procedure will include removal of each container drawer and inspection of the interior to make sure that all papers and other material are removed and that the container is completely empty. Vaults, secure rooms, incinerators, shredders, or other classified material destruction devices, as well as the rooms in which they are located, will be thoroughly inspected to make sure that no classified material remains. A written, signed record certifying that this inspection has been accomplished and that no classified material remains, will be furnished to the command security manager and filed for two years.

Section III Physical Security Standards

7-12. General

This section provides the general construction standards for areas approved for the open storage of classified information, general standards for intrusion detection (alarm) systems (IDS) used in areas in which classified information is stored, access control standards, and priorities for the replacement of locks on security containers. Classified material will be stored to the maximum extent feasible in GSA-approved security containers. Open storage areas will only be approved when storage in other approved security containers is not feasible due to the size, shape, or volume of material stored.

7-13. Vault and Secure Room (Open Storage Area) Construction Standards

a. Vault.

- (1) Floor and Walls Eight inches of concrete reinforced to meet current standards. Walls are to extend to the underside of the roof slab above.
- (2) Roof Monolithic reinforced concrete slab of thickness to be determined by structural requirements, but not less than the floors and walls.