

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6170

AMEDDC&S Supplement 1
to AR 380-5

15 September 1994

Security
DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM

Supplementation of this supplement and establishment of command and local forms is prohibited without prior approval from HQ U. S. Army Medical Command (USAMEDCOM) (Provisional), ATTN: MCHO-OP-SI.

AR 380-5, 25 February 1988, as supplemented by HSC Supplement 1 to AR 380-5, 31 May 1988, is further supplemented as follows:

Page 9, paragraph 1-600b2, Original classification authority
Add the following:

Chiefs of special staff offices/directorates will submit a request to the Commander, USAMEDCOM (Prov), as outlined below, in order to obtain approval for any SECRET or CONFIDENTIAL material originally conceived within the U.S. Army Medical Department Center and School (AMEDDC&S). (Working papers will be marked at the highest level proposed, but with an expiration date of 30 days from submission of the request for original classification.)

a. The preparing office forwards the material, by decision paper, through the Directorate of Operations, ATTN: HSMC-OPS, to HQ USAMEDCOM (Prov), ATTN: MCHO-OP-SI. The originator will appropriately mark SECRET or CONFIDENTIAL on the material. The decision paper will contain the justification for the classification, references, and guides as applicable.

b. The AMEDDC&S Directorate of Operations (HSMC-OPS) will prepare a recommendation to the Commander, USAMEDCOM (Prov), on whether or not the classification is warranted. This recommendation will be based largely on the justification in the decision paper.

Page 10, paragraph 1-601, Derivative classification responsibility. Add subparagraph d after subparagraph c.

d. All classified documents prepared within AMEDDC&S, which are derivative in nature, will have a Memorandum For Record (MFR) typed on the record copy, space permitting, or a separate page when there is no room on the record copy. The MFR will identify the source document(s) which the classification is based.

Page 14, paragraph 2-600, Procedures. Add subparagraph g after subparagraph f of HSC Suppl 1.

g. Accomplish coordination with the Directorate of Operations prior to transmittal of the material to USAMEDCOM (Prov).

Page 26, paragraph 5-104b1, Designations and combinations. subparagraphs (g) and (h) after subparagraph (f).

(g) The staff office Security Manager, or his/her representative, is responsible for changing the combination on General Services Administration (GSA) approved security containers.

(h) Test the new combination at least three times before locking the container.

Page 26, paragraph 5-104b3, Designations and combinations subparagraph (f) after subparagraph (e).

(f) The Directorate of Operations will maintain combinations to all AMEDDC&S security containers used for storing classified material. Record combinations on Standard Form (SF) 700 (Security Container Information), mark with the highest security classification stored in the safe, and handcarry to the Directorate of Operations.

Page 26, paragraph 5-105, Repair of damaged security containers or vault doors. Add subparagraph e after subparagraph d.

e. The custodian will physically inspect the mechanical condition of each container on a periodic basis. Report suspected or actual defects to the Directorate of Operations.

Page 28, paragraph 5-203a, Emergency planning. Add subparagraphs 1 and 2 after subparagraph a.

1. The Directorate of Operations will prepare the Emergency Preparedness Plan for the AMEDDC&S. This plan is at appendix S.

2. Post a copy of this plan on or adjacent to the classified storage container(s) for review by all personnel who possess the combination to the container(s).

Page 29, paragraph 5-205a, Security of meetings and conferences. Add subparagraph 4 after subparagraph 3.

4. Coordinate location for classified presentation with AMEDDC&S Security Manager to ensure adequate security measures are implemented. Forward requests for verification of attendees,

through HSMC-OPS, at least five days prior to the classified presentation. As a minimum, request will contain the following:

- a. Date, time, place, and duration of meeting.
- b. Sponsoring activity point of contact
- c. Highest level of classified information to be discussed.
- d. Security measures coordinated for the meeting.
- e. Names, SSN, and organizations of attendees.

Page 29, paragraph 5-205, Security of meetings and conferences
Add subparagraph h after subparagraph g.

h. Local procedures.

(1) HSMC-OPS will coordinate all requests concerning hosting meetings, conferences, seminars, etc., involving foreign participation or the discussion of classified information at least 140 days prior to the start of the event.

(2) Any planned classified meetings held off-post will require at least 140 days advance notice in order to assure proper coordination with appropriate civilian and military agencies. The HSMC-OPS is responsible for this coordination.

(3) All planned classified meetings held off-post may be held only in other U.S. Government installations or a cleared U.S. contractor facility.

Page 33, paragraph 6-102, Responsibility of discoverer. Add subparagraph g and h after subparagraph e of HSC Suppl 1.

g. Notify HSMC-OPS immediately upon compromise or possible compromise of classified information.

h. Coordinate required message notifications or reports with HSMC-OPS prior to transmittal to USAMEDCOM (Prov).

Page 33, paragraph 6-103cl(a), Preliminary inquiry. Add the following at the end of HSC Suppl 1:

Forward the report to USAMEDCOM (Prov) thru HSMC-OPS, by memorandum.

Page 34, paragraph 6-104d, Investigation. Add subparagraphs 1 and 2 after subparagraph d.

1. Coordinate with the AMEDDC&S Command Judge Advocate (HSMC-GJA) before interviewing anyone identified as being

responsible for the compromise, or suspected compromise, in order to protect the government's ability to take appropriate disciplinary/judicial actions.

2. Submit all reports through HSMC-OPS

Page 34, paragraph 6-105, Responsibility of authority ordering investigation. Add subparagraph k after subparagraph j of HSC Suppl 1.

k. Submit reports of investigation to HSMC-OPS prior to transmittal to USAMEDCOM (Prov).

Page 37, paragraph 7-105, Access by Visitors. Add subparagraph d after paragraph c.

d. Visitors to AMEDDC&S activities must have their security clearance verified before being granted access to any classified information. Verification will consist of either a FAX, message, or letter from the security manager at the visitors duty station. Hand-carried documents are not acceptable.

Page 38, paragraph 7-200, Policy. Add the following at the end of paragraph 7-200:

The Security and Intelligence Branch is designated as the central classified material control point within AMEDDC&S.

Page 40, paragraph 7-305b, Restraint on reproduction. Add subparagraphs 1 and 2 after subparagraph b.

1. Appoint primary and alternate Reproduction Classified Document Custodian in writing using AMEDDC&S F/L 261-E.

2. Furnish a copy of the appointment letter to HSMC-OPS.

Page 40, paragraph 7-305c, Restraint on reproduction. Add subparagraphs 4, 5, and 6 after subparagraph 3 of HSC Suppl 1.

4. The photocopy machines located in the Printing and Publications Branch (Aabel Hall) and the machine designated in the Directorate of Combat and Doctrine Development (DCDD) are the only copiers within the AMEDDC&S authorized for reproduction of classified material up to and including SECRET.

5. The DCDD (or designee, in writing) and personnel assigned to HSMC-OPS are authorized to approve the reproduction of classified material up to and including SECRET.

6. Machine operators that possess, as a minimum, a SECRET clearance with local access authorized will accomplish this reproduction.

Page 45, paragraph 8-302d, Procedures for handcarrying classified information abroad commercial passenger aircraft. Add subparagraph 4 after subparagraph 3:

4. Coordinate requests for handcarrying of classified material Outside Continental United States (OCONUS) with HSMC-OPS. Forward requests by memorandum, through the Directorate of Operations to HQ USAMEDCOM (Prov), ATTN: MCHO-OP-SI, for approval. Requests will include a copy of correspondence required by 8-302d, AR 380-5.

Page 46, paragraph 9-101, Methods of destruction. Add the following:

Document Custodians may use the post disintegrator located in building 4224. Contact the Security Division, HQ, U.S. Army Garrison for scheduling. In emergency, use the shredder located in HSMC-OPS.

Page 48, paragraph 10-104a, Foreign travel briefings. subparagraph 3 after subparagraph 2.

3. Prior to processing leave or TDY orders for OCONUS travel, personnel will notify and report to HSMC-OPS for a foreign travel briefing. Briefings will cover information relating to terrorist activity, physical threats, and medical information gathered from both classified and unclassified sources.

Page 52, paragraph 13-304a1, Field program management. subparagraph (i) after subparagraph (h).

(i) Ensure offices that work with or come in contact with classified material appoint an individual (no grade requirement) as office security manager.

(1) Office security managers will not be appointed as custodian or alternate custodian of classified documents.

(2) Appointments will be in writing using AMEDDC&S F/L 261, Duty Appointment/Assignment (Military or Civilian Personnel). Furnish a copy of the appointment document to Directorate of Operations, ATTN: HSMC-OPS.

(3) Office security managers will report to HSMC-OPS for an orientation briefing within five working days from the date of appointment.

(4) Office security managers will prepare Standing Operating Procedures (SOP) outlining the security procedures for controlling access, handling and safeguarding material, and end

of the day lock-up/security check. All personnel handling classified information will be familiar with and comply with their office SOP.

Add Appendix S, Evacuation of Classified Documents Emergency Preparedness Plan.

APPENDIX S (ADDED)

EVACUATION OF CLASSIFIED DOCUMENTS
EMERGENCY PREPAREDNESS PLAN

1. REFERENCE. AR 380-5, DA Information Security Program.
2. PURPOSE. This appendix prescribes procedures within AMEDDC&S for safeguarding classified material under emergency conditions due to fire, natural disasters, civil disturbances, and/or enemy actions.
3. RESPONSIBILITIES. This plan will be implemented only on orders of one of the following:
 - a. Commander, HQ USAMEDCOM (Prov), Fort Sam Houston, TX.
 - b. Commander, AMEDDC&S, Fort Sam Houston, TX
 - c. Deputy Commander, AMEDDC&S, Fort Sam Houston, TX.
 - d. Chief of Staff, AMEDDC&S, Fort Sam Houston, TX.
4. EXECUTION. When the plan is to be implemented, the person receiving notification will immediately contact the following personnel who, in turn, will notify the classified document custodian or someone with the combination(s) to the classified container.
 - a. Chief of Staff, AMEDDC&S, Fort Sam Houston, TX.
 - b. Director of Operations, AMEDDC&S, Fort Sam Houston, TX.
 - c. Assistant Commander Force Integration, AMEDDC&S, Fort Sam Houston, TX.
 - d. Director of Information Management, Fort Sam Houston, TX.
 - e. Director of Combat and Doctrine Development, AMEDDC&S, Fort Sam Houston, TX.
 - f. Director of Patient Administration Systems and Biostatistics, AMEDDC&S, Fort Sam Houston, TX.
5. PROMPT ARRIVAL. If prompt arrival of one of the above listed persons is assured, defer action until their arrival. If prompt arrival of one of the above listed personnel cannot be effected, the Staff Duty Officer (SDO) should take action as listed in paragraphs below.

6. PROTECTION IN PLACE. Take the following action during fire, natural disaster, or civil disturbance:

a. Place classified material in GSA approved security containers and lock. This is to be done only at the direction of the senior officer or person present in the office.

b. Do not remove either the security container or the classified contents.

c. Post guards at a safe distance, depending on the situation, to prevent unauthorized removal of or tampering with the containers.

7. EMERGENCY REMOVAL: Take the following action to ensure evacuation of classified information in the event of natural disaster or emergency. a. The person responsible for implementing this plan (Security Officer, AMEDDC&S, Director of Operations, AMEDDC&S; Chief of Staff; or SDO) will reduce classified documents to the lowest possible amounts by shredding in accordance with appendix K, k-4b(2), AR 380-5, or installation disintegrator located in building 4224. b. Consolidate accountable classified documents at AMEDDC&S Security and Intelligence Branch, then transfer to the Directorate of Plans, Training, Mobilization and Security, building 56, for safekeeping until the emergency is over or until further disposition/instruction is received. (Approximately 2 1/2 cubic feet of classified documents can be accommodated at building 56. Should time or the situation prohibit reduction/consolidation/movement of classified documents, Commander, USAMEDCOM (Prov), or his designee will be notified with a request for approval and assistance to destroy contents of the classified containers in place.

8. DOCUMENT REGISTER/RECEIPTS AND RECORDS. Remove and evacuate document register/receipts and records of destruction pertaining to accountable classified documents.

9. INSTRUCTIONS FOR SAFEGUARDING CLASSIFIED CONTAINERS LEFT OPEN AND UNATTENDED. Any person finding a container for classified material open and unattended will:

a. Keep open container under surveillance and report such incidents immediately to one of the following, who will contact the Classified Document Custodian or his/her alternate:

Activity/Division Security manager

AMEDDC&S Security Manager.

Director of Operations, AMEDDC&S

Staff Duty Officer

b. Personnel notified in 8a above will, upon arrival on the scene, relieve the person finding the container open and keep the container under guard until the Classified Documents Custodian or his/her alternate reports personally to the location. The container is checked for visible indications of tampering and then locked. The directorate/staff office Security Manager will submit required reports.

c. Individual(s) finding classified material out of the classified container and unattended will keep the classified material under visual surveillance and notify one of the individuals listed in 8a above, who at that time will issue instructions for the immediate disposition of such material. Safeguard the material as required by its classification.

d. The Security Manager will initiate a preliminary inquiry to determine the circumstances surrounding an actual or possible compromise in accordance with AR 380-5, Chapter 6.

10. DISPOSITION. Post a copy of this emergency safe removal plan in the immediate area of security containers used to store classified waste material.

The proponent of this supplement is the Directorate of Operations. Users are invited to send comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Medical Department Center and School, ATTN: HSMC-OPS, Fort Sam Houston, TX 78234-6170.

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