

S-E-C-R-E-T

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130010-5

GA 5/10/65

13 January 1965

OS DIRECTIVE NO. 65-1

FOR : All Office of Security Employees

SUBJECT: Control Markings

1. The successful accomplishment of the Office of Security mission and objectives requires scrupulous compartmentation and control of certain sensitive information and the uniform compliance in the use of certain control markings within the Office of Security. In addition to control markings as outlined in [REDACTED] the following markings for intra-Office of Security purposes will be strictly adhered to whenever used and will be used only as specified below:

25X1A

EYES ONLY

a. This control marking may be used on classified information intra-Office of Security only if the originator or sender determines that, at that time, the information should be seen only by the addressee. In forwarding such material marked EYES ONLY, unless the originator or sender delivers it directly into the hands of the addressee, it shall be sealed in an envelope which will be marked:

EYES ONLY - HAND CARRY

TO BE OPENED BY ADDRESSEE ONLY

Name or Position

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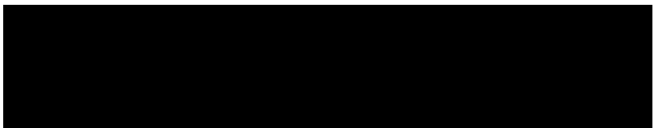
Information so marked will be hand carried by the originator or sender to the addressee or by another OS employee designated by him. Such material when under seal may be left with the addressee's secretary for delivery at the earliest possible time, directly into the hands of the addressee. Under no circumstances will material so marked be opened by anyone other than the addressee or a person acting in his official capacity. Delegating others to open such material is strictly forbidden.

b. If action is required by the addressee upon receipt of EYES ONLY information, he will establish necessary protective controls to insure dissemination strictly on a need-to-know basis.

c. Unless action is taken by the addressee of EYES ONLY information, he will normally return it to the sender using the same control markings and procedures. However, while such documents are in the addressee's possession, or until he has initiated further action he shall personally insure that the initial EYES ONLY request be observed. (NOTE: The term Hand Carry will be used only for the movement of EYES ONLY documents as specified above.) To insure uniformity in the security of our information there must not be any exception.

2. No other control markings will be used within the Office of Security except as authorized by Agency regulations and as set forth above.

25X1A


Acting Director of Security

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