

CHAPTER 15

HANDLING OF CLASSIFIED AND UNCLASSIFIED MATERIAL RECEIVED FROM THE FOREIGN AGRICULTURAL SERVICE (FAS)

1. GENERAL. Security classified records will be handled and stored as required by the USDA Regulations for Classification, Declassification, and Safeguarding Classified Information. State Department administratively controlled material marked "LIMITED OFFICIAL USE" will be handled and stored in the same manner as "CONFIDENTIAL" material.
2. RESPONSIBILITIES.
 - a. The Manager, Riverdale/Washington Business Site (R/WBS), is the Agency Classified Material Control Officer (ACMCO). The ACMCO:
 - (1) Develops procedures and controls for safeguarding Agency classified material.
 - (2) Maintains a listing of all employees who have been cleared and authorized to have access to classified material.
 - (3) Approves or disapproves all security storage equipment requests.
 - b. International Services (IS):
 - (1) Serves as the Agency liaison for receiving and routing Foreign Agricultural Service (FAS) material to program offices.
 - (2) Receives from FAS all classified and unclassified material for Agency offices. Advises ACMCO on all Top Secret and Secret material received. Hand-carries Top Secret and Secret material when distributed.
 - (3) Maintains a current Subject Matter and Priority List for routing FAS material.
 - (4) Routes material according to the Subject Matter and Priority List. Material will be routed only to persons whose duties require the use of such material.

(5) Provides required safeguards for maintaining and transmitting classified material.

c. Offices receiving FAS material will:

(1) Prevent classified material from unauthorized access by:

(a) Initiating action to obtain sufficient clearances for staff personnel,

(b) Making necessary arrangements to obtain security storage equipment,

(c) Maintaining material in locked security storage equipment.

(2) Determine internal distribution and route FAS material within their areas.

(3) Maintain internal controls on interoffice distributed material.

(4) Notify IS of any approved changes to be made to the Subject Matter and Priority Lists.

(5) Maintain FAS material according to current file systems and disposal schedules.