

**APPENDIX I****SAMPLE DELEGATION OF DISCLOSURE  
AUTHORITY LETTER****DELEGATION OF DISCLOSURE AUTHORITY LETTER  
FOR  
[U.S. ACTIVITY][COUNTRY X] LIAISON OFFICER**

**TITLE:** [COUNTRY X] LIAISON OFFICER - HEADQUARTERS, [U.S. ACTIVITY]

**GENERAL:** Following the request of the Chief of Staff of **Country X's Armed Forces**, a Liaison Officer from the Staff of **Country X's Armed Forces** has been established at **U.S. Activity's Headquarters**. **Country X's** Liaison Officer's primary objectives are to foster a mutual understanding of methods of organization, administration, doctrine, planning and operations. The normal tour of duty for the liaison officer shall be two years from the date of reporting to the **Host U.S. Activity**, exclusive of travel time and any time required for training to qualify for the liaison position. DoD Directive 5230.20, Visits and Assignments of Foreign Representatives, governs the conduct of this program.

1. **CLASSIFICATION:** SECRET is the highest level of classified U.S. information to be disclosed to **Country X's** Liaison Officer.

2. **DISCLOSURE METHODS:** Oral, visual, and controlled documentary. **Country X's** Liaison Officer requires oral and visual access to briefings and to coordinate with components supporting **Host U.S. Activity's** staff in matters of mutual interest to the **Host U.S. Activity** and **Country X**. Controlled documentary access is required to develop combined concepts for plans and operations and to prepare and analyze common exercises. Examples of documents requiring access are described in paragraph 5. Control procedures for access are described in paragraph 7.

3. **CATEGORIES PERMITTED:**

a. **Country X's** Liaison Officer requires SECRET access to the following CATEGORIES of information, subject to the limitations described in paragraph 6, below:

(1) CATEGORY 1: Organization, Training and Employment of U.S. Military Forces.  
(Staff Cognizance: **U.S. Host activity staff element**.)

(2) CATEGORY 2: U.S. Military Material and Munitions, including systems in service that are approved for release to **Country X**, but not under development, and the training required to operate and maintain them. (Staff Cognizance: **U.S. Host activity staff element**.)

(3) **CATEGORY 5: Combined Military Operations Planning and Readiness.** This applies to U.S./**Country X** military operations and joint leased installations. (Staff Cognizance: **U.S. Host activity staff element.**)

(4) **CATEGORY 6: U.S. Order of Battle.** (Staff Cognizance: **U.S. Host activity staff element.**)

(5) **CATEGORY 8: Military Intelligence.** (Staff Cognizance: **U.S. Host activity staff element.**)

b. The following **U.S. Host activity staff elements** also have staff cognizance for information that is authorized for release:

(1) **U.S. Host activity staff element** for Plans and Policy portions of CATEGORIES 1, 5, and 6.

(2) **U.S. Host activity staff element** for Communications portions of CATEGORIES 1 through 6

(3) **U.S. Host activity staff element** for Personnel portions of CATEGORIES 1, 5, and 6.

4. SCOPE: Information classified SECRET may be released to **Country X's** Liaison Officer, provided the information is determined to be releasable to the Government of **Country X** by the originating department or agency, and subject to the restrictions in paragraph 3 above and the restrictions and procedures in paragraphs 6 and 7 below.

5. AUTHORIZED FOR RELEASE AND/OR DISCLOSURE: **Country X's** Liaison Officer may have access, on a strict need to know basis, to the following information and documents subject to the restrictions described in paragraphs 3, 4, and 6:

- a. Operations or Exercise plans involving U.S./**Country X** forces.
- b. Significant Military Exercise Briefs involving U.S./**Country X** forces.
- c. **U.S. Host activity** correspondence such as Fact Papers, Memoranda or Forms that are authorized for release to the Government of **Country X**.
- d. After Action Reports for items a. and b. above.
- e. Combined Command Post Exercises (CCPX) involving **Country X** forces.
- f. Combined Field Training Exercises involving **Country X** forces.
- g. U.S./**Country X** Manual of Operating Procedures.

h. Other classified information that is determined releasable to the Government of **Country X** in writing by a designated disclosure authority of the originating department or agency.

6. NOT AUTHORIZED FOR RELEASE AND/OR DISCLOSURE: **Country X's** Liaison Officer shall not have access to the following types of information:

- a. RESTRICTED DATA and FORMERLY RESTRICTED DATA.
- b. Information systems security information.
- c. Classified or controlled unclassified information provided by another government, unless access is approved in writing by the originating government.
- d. Information bearing a special handling notice that restricts access, except when authorized by the originator.
- e. NDP categories 3, 4, and 7.
- f. Classified libraries and data bases.
- g. All Operations Plans (OPLANS) and Contingency Plans (CONPLANS) with a NOFORN marking.
- h. Any classified or controlled unclassified information that has not been authorized for release to the Government of **Country X** by the responsible designated disclosure authority of the originating department or agency.

7. PROCEDURES: All **U.S. Host activity** personnel will be briefed on the following access privileges pertaining to **Country X's** Liaison Officer.

- a. A primary and alternate Contact Officer will be appointed to work directly with **Country X's** Liaison Officer on a regular basis. A **U.S. Host activity** action officer will be assigned as the Primary Contact Officer and the Deputy Chief of Staff will be appointed as the Alternate Contact Officer. Both of these individuals will be thoroughly familiar with the information contained herein, DoD Directives 5230.11 and 5230.20, and other pertinent documents.
- b. **Country X's** Liaison Officer is authorized to coordinate with **Country X's** Joint Planning Staffs on matters of mutual interest to the **U.S. Host activity** with the approval of the contact officer. Such authorization, however, is not to be used as a method of providing military or classified information to **Country X's** Joint Planning Staffs.
- c. **Country X's** Liaison Officer may have access to classified information during normal duty hours when access is necessary in the performance of duties if the information has been properly authorized for disclosure. See paragraphs 2, 3, 4, and 5 above.

- d. During duty hours, **Country X's** Liaison Officer shall wear the uniform prescribed by the uniform regulations of his parent service. The order of dress for any occasion shall be that which most nearly conforms to the order of dress of the **U.S. Host activity**. The customs of the **U.S. Host activity** shall be observed with respect to the wearing of civilian clothes.
- e. **Country X's** Liaison Officer will wear, in clear view, a **U.S. Host activity** security badge that identifies the officer as a foreign liaison officer. Request for issuance of the security badge must be in writing, per guidance contained in DoD Directive 5230.20. The **U.S. Host activity** security badge for liaison officers is purple in color, has the **Country X** flag and the **U.S. Host activity** logo at the top, **Country X's** Liaison Officer's photo in the center, and the words "**Country X's** Liaison Officer" at the bottom of the badge.
- f. When required, **Country X's** Liaison Officer may have access to a STU-III terminal which is under direct and continuous U.S. control during access. **Country X's** Liaison Officer may be permitted access to the area where the terminal is installed, or may be permitted to use the terminal. Although **Country X's** Liaison Officer may place nonsecure calls (the CIK must be removed and protected), U.S. personnel must place and supervise all calls when **Country X's** Liaison Officer needs to use the terminal's secure mode. Such use must be required in support of U.S. operations. The U.S. person must first identify **Country X's** Liaison Officer to the distant end, indicating his/her clearance if a clearance is known and required for the call.
- g. **Country X's** Liaison Officer will not:
- (1) Have personal custody of classified or controlled unclassified information.
  - (2) Have access to "RED" telephones.
  - (3) Have unsupervised access to libraries or document catalogues unless the information therein is releasable to the public. Information required from these sources in order for **Country X's** Liaison Officer to perform his duties will be obtained through the Contact Officer or his alternate.
  - (4) Be given security responsibilities (e.g., escort responsibility, document custodian or courier, security checks, arrange for visits by foreign nationals, etc.).
  - (5) Have uncontrolled access to any security containers. A container may be designated solely for his use, but the **U.S. Host activity** Security Officer will retain a copy of the combination and have the right of inspections and inventories.
  - (6) Have access to information described in paragraph 6 above.
  - (7) Be allowed to pick up distribution.
  - (8) Act as a courier for classified information to be released to his or her government, unless specifically designated in writing as a courier by his or her Embassy, and possesses courier orders issued by that Embassy.

8. REDELEGATION: The authority contained in this Delegation of Disclosure Authority Letter may not be redelegated.

9. ORIENTATION: The **U.S. Host activity** Security Officer will brief **Country X's** Liaison Officer on appropriate security regulations and obligations.