



NAVAL INVESTIGATIVE SERVICE  
 FAIRMONT BUILDING  
 4420 NORTH FAIRFAX DRIVE  
 ARLINGTON, VIRGINIA 22203

~~SECRET~~

IN REPLY REFER TO  
 NISINST 003858.2  
 Code 40  
 9 OCT 1968

SECRET/WARNING NOTICE: SENSITIVE SOURCES AND METHODS INVOLVED

NAVINSERV INSTRUCTION 003858.2

From: Director, Naval Investigative Service  
 To: Distribution List

Subj: DoD Reporting on Sensitive Activities (U)

Ref: (a) DIAM 58-11 Volume I  
 (b) NAVINSERVINST 05511.4

1. (C) Purpose. To provide guidance for Naval Investigative Service (NAVINSERV) handling of RODCA material.
2. (S) Background. Reference (a) has not been distributed to NAVINSERV components. It governs Department of Defense procedures for Reporting on Defense Clandestine Intelligence Activity, which is abbreviated as "RODCA." The term "RODCA" which is unclassified, does not appear on such material, but rather the sensitivity is identified by a codeword which is SECRET and is changed periodically. Reference (a) emphasizes that the strictest "need-to-know" criteria must be applied to all RODCA material and that unauthorized persons must be denied knowledge that elements of the Department of Defense are even concerned with clandestine intelligence activities.
3. (S) Action. RODCA material will be handled in the NAVINSERV in accordance with this Instruction.

a. When RODCA material is received by the NAVINSERV it is to be controlled under TICKTOCK procedures in accordance with reference (b). TICKTOCK markings in addition to RODCA markings are required within the NAVINSERV on material received from other agencies and activities. Disclosure sheets and transmittal memorandums for use solely within the NAVINSERV are to bear TICKTOCK control superimposed upon RODCA control, and are to be administered by TICKTOCK officers. As set forth in reference (b) this involves disclosure records and other features equivalent to TOP SECRET control.

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b. If investigation or counterintelligence action is required on RODCA material by local command, response is to be furnished to it under RODCA control. Even though the response does not in itself specify clandestine activity or sensitive sources and methods, as may be the case in a report of investigation or analytical summary of file information, RODCA control must be used in accordance with DoD policy. The local situation and needs of the command being served will determine local use of RODCA by NAVINSERV components.

c. DIRNAVINSERV must be kept cognizant of all actions and furnished copies of RODCA matters involving NAVINSERV components, and of NAVINSERV action on them. In accordance with paragraph 3a, above, DIRNAVINSERV must be furnished such material under TICKTOCK/RODCA transmittal.

d. There is to be no direct addressing of RODCA messages or correspondence from NAVINSERV components to NAVINTCOM or DIA. NAVINSERVHQ will effect all referrals to higher authority and Washington agencies via NAVINTCOM.

e. Headquarters will keep NAVINSERV components informed of RODCA codewords.

*E. G. Rifenburg*

E. G. RIFENBURGH

Distribution: (See NAVINSERVINST 5605.1A)  
LIST I (Codes 20, 30, 40, 50 (1 copy each))  
LISTS II, III (2 copies each)

Special:  
NAVINTCOM-321

Stocked: Naval Investigative Service Headquarters  
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