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Authority

This Redaction Guide for Westfields Freedom of Information Act Requests is approved for use by all NRO reviewers.



(b)(3)

Director, External Relations

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**Redaction Guide  
for  
Westfields Freedom of Information Act (FOIA) Requests  
July 10, 1995**

**POLICY:** The NRO policy regarding FOIA requests is to make the "fullest responsible disclosure" consistent with the need to maintain national security and the requirement to protect other categories of information that qualify for FOIA exemptions.

**PURPOSE:** The purpose of this redaction guide is to consolidate pertinent extracts of existing guidance ("NRO Classification Guide", Version 2.0 dated 9 September 1994, designated by # and "Implementation Plan for Further Decompartmentation and Declassification of the National Reconnaissance Office", dated 10 Apr 1995 and effective 24 Apr 1995) and provide additional tailored guidance, where necessary, for determining which information is classified (with appropriate exemptions), and which information is eligible under other exemptions of the FOIA to assist document reviewers in responding to FOIA requests the NRO has received regarding the Westfields Facility. Because every category of information cannot be predicted and classification changes continue to occur, this guide may be modified as we proceed with review and redaction. Modifications to this guide should be brought to the attention of [redacted]

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[redacted] Changes to this document will be coordinated with Security, GC, ER, and MS&O and approved by the Director, ER.

Information revealing:

Remarks:

**Organization and Individuals:**

Identities (i.e. names, partial names, initials, signatures) of Government NRO personnel (Note 1)

(b)(3) 10 U.S.C. §425

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Identities (i.e. names, partial names, initials, signatures) of all contractor personnel (Note 1)

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Fact that MS&O provides consolidated support in the areas of communications, human resources management, administrative services, facility acquisition, logistics support, and facility security (Note 2)

Releasable

Fact that Air Force element was Los Angeles, CA-based and CIA and Navy were Washington-based (Note 3)

Releasable

Number of individuals assigned to each NRO office, directorate, staff, entity (Note 4)

Classified (b)(1)§1.3(a)(4) and (b)(3) 10 U.S.C. §425

- When office is not identified (Note 4)

Classified (b)(1) §1.3 (a)(4) and (b)(3) 10 U.S.C. §425

NRO-sponsored facilities working groups (e.g. Requirements Working Group, Facilities Working Group, Communications Sub-Working Group) and their membership

- Fact of existence (Note 5)

Releasable (unless name raises Operational Security (OPSEC) concerns, then case-by-case determination required)

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- Membership, proceedings,  
processes, methodologies  
(Note 6)

Classified (b)(1)§ 1.3 (a)(4)  
and (b)(3) 10 U.S.C. §425  
(names) or (b)(3) 50 U.S.C.  
§403-3(c)(5) (Requires item-  
by-item review.)

**Miscellaneous:**

Fact that Mission Support  
expenditure center includes  
facilities required in the NRO  
reorganization, airlift  
support, personnel costs,  
security operations, NRO  
communications and non-program  
specific logistics and support  
(Note 7)

Releasable (limited to this  
wording)

Fact of Joint Senior Advisory  
Board or National  
Reconnaissance Review Board  
(NRRB)(Note 8)

Releasable

Fact of Fuhrman Panel on NRO  
Reorganization (Note 9)

Releasable

Fact of Geiger/Kelly Study  
(Note 10)

Releasable

Fact of John McMahon and  
Senior Advisor Planning  
Group(SAPG)(Note 11)

Releasable

**Building identification:**

(#)Fact that NRO is the  
sponsor of the Westfields  
construction site and fact  
that Westfields will be the  
NRO Headquarters (Note 12)

Releasable

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(#)Fact that Westfields site is located at Route 28 and Willard Road, Chantilly, VA; size of site is 68 acres; occupancy scheduled for 1996; and an estimated 3000 (or any total number) government and contractor personnel will occupy the site (Note 13)

Releasable

Fact that 2/3 of 3000 occupancy total is NRO (government) and 1/3 are supporting contractors (Note 14)

Releasable

(#)Fact that Collins International Services Company, a subsidiary of Rockwell Corporation, is the construction management contractor for the Westfields construction project (Note 15)

Releasable

Fact that taxes were paid to the County of Fairfax by Rockwell (Note 16)

Releasable

(#)Fact that the NRO operates interim facilities (Note 17)

Releasable

- Identity or location of Interim NRO facilities (Note 18)

Unclassified but not releasable-protect as (b)(3) (no specific citation per GC)

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Number of interim NRO  
facilities

-- As "several"  
(Note 19)

Releasable

-- Exact number  
(Note 18)

Not releasable (b)(3) (no  
specific citation per GC)

- Other Rockwell or  
CISCO buildings located in  
Washington, D.C. area  
identified as Rockwell or  
CISCO

-- If used to support  
NRO operations (Note 18)

Unclassified but protect as  
(b)(3) (no specific citation  
per GC)

-- If **not** used to  
support NRO operations (Note  
19)

Releasable (after coordination  
with Rockwell or CISCO to  
ensure other customers are not  
revealed)

Identification of other  
Rockwell/CISCO buildings or  
divisions located outside the  
Washington, D.C. area (Case-  
by-case determination)

- If they support/reveal  
other NRO operations (Note 20)

Classified (b)(1)§ 1.3 (a)(4)  
and (b)(3) 50 U.S.C. §403-  
3(c)(5)

- If they do **not**  
support/reveal other NRO  
operations (Note 19)

Releasable (after coordination  
with Rockwell or CISCO to  
ensure other customers are not  
revealed)

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**Drawings/Floor plans:**

Standard construction-type blueprints, drawings, diagrams, and floor plans when **not** annotated with NRO office symbols or other identifiable NRO information (Note 19)

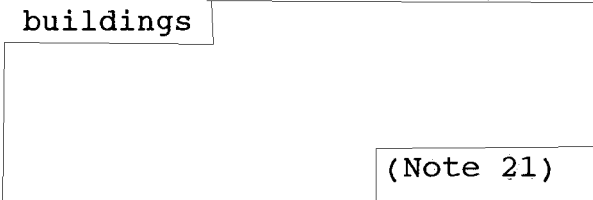
Releasable

When annotated with NRO information such as office symbols, title of the individual, special communications equipment or other NRO unique information (Note 21)

Classified (b)(1)§1.3 (a)(2) and (b)(3) 50 U.S.C. §403-3(c)(5) or (b)(3)10 U.S.C.§425 and (b)(3) 50 U.S.C. §403g

NRO areas, and details about these areas, within the buildings

(b)(3)



(Note 21)

(b)(3) 50 U.S.C. 403g

Alarm equipment drawings, specifications, type, number, location, wiring diagrams (previously released as unclassified)(Note 19)

Releasable

"As built" alarm equipment drawings and diagrams not previously released(Note 22)

Classified (b)(1)§1.3 (a)(2) and (b)(3) 50 U.S.C. §403-3(c)(5)

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Security concept of operations, information revealing employment of security personnel, utilization of security devices, weaknesses, potential vulnerabilities (Note 23)	Classified (b)(1)§1.3(a)(2) and (b)(1)§1.3(a)(4) and (b)(3)50 U.S.C.§403-3(c)(5)
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Building permits (Note 24)	Releasable
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Pictures, videotapes of construction without NRO annotations (Note 25)	TBD
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**Budget and Cost Information:**

Total cost of the Westfields project as \$301.7, \$310, \$347 or \$350 million (Note 26)	Releasable
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- The cost of the building is \$153 million (Note 27)	Releasable
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- The cost of the land is \$24 million (Note 27)	Releasable
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- "Other Support costs" are \$124.7 million (Note 27)	Releasable
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Total NRO facility budget 1993-97 as released to SSCI (Note 28)	Releasable
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**Financial Information:**

Note: All financial information will require case-by-case review. (Note 29)

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~~SECRET/BIEMAN~~**Contract Information:**

Note: Contract information will require case-by-case review.

Fact that DCI's special authority, Section 8, or CIA contracting authority was used to procure Westfields and other NRO buildings (Note 30)

Releasable

Fact that contracts exist between the NRO and CISCO (Note 31)

Releasable

Total value of contract (Note 32)

Classified (b)(1)§1.3 (a)(4) and (b)(3) 50 U.S.C. §403-3(c)(5)

Identity of NRO individual who signed contract (Note 33)

(b)(3) 10 U.S.C. §425

Identity of COTR (Note 33)

(b)(3) 10 U.S.C. §425

NRO peculiar clauses that indicate how the NRO does business (Note 34)

Case-by-case review

Fact of special banking mechanisms and transaction procedures (Note 35)

Releasable

Details about special banking mechanisms and actual transactions (Note 36)

Classified (b)(1)§1.3(a)(4) and (b)(3)50 U.S.C. §403-3(c)(5)

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Boiler plate clauses from the FAR that do not indicate sensitive aspects of how the NRO does business (Note 37)                      Releasable

Fact that NRO contract with CISCO contains the clause " All automated information systems utilized to process project information will be operated in accordance with the requirements of "Security Policy on Intelligence Information in Automated Systems and Networks" (DCID 1/16, 4 January 1987) and the "Security Requirements for Contractor Automated Information Systems Processing Sensitive Compartmented Information," dated 1 July 1987 (Note 38)                      Releasable

Fact that NRO contract with CISCO contains the clause "... all automated information systems utilized to process project information will be operated in accordance with "TEMPEST Security Requirements for Contractors Processing Sensitive Compartmented Information," dated March 1987. (Note 38)                      Releasable

Fact that NRO contract with CISCO contains the clause "H-8 52.204-818, Industrial Polygraph Program" which reads

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as follows: "As a further enhancement to security measures for the protection of Sensitive Compartmented Information, the Contractor agrees to permit necessary polygraph interviews of Contractor personnel having access to such information. It is understood that the polygraph interview will be limited to counterintelligence issues." (Note 38)

Releasable

Fact of contract between Rockwell/CISCO and their subcontractors (Note 39)

TBD by CISCO

Fact that NRO does covert procurements (Note 40)

Releasable

NRO Contract Number

- Full contract number (Note 41)

Classified (b)(1)§1.3(a)(4) and (b)(3) 50 U.S.C. §403-3(c)(5)

- Last four digits (Note 42)

Releasable

Government deliberations during Source Selection process: (Note 43)

- regarding winning contractor

Source Selection Decision Document releasable: remainder might be exempt under (b)(5)

- not regarding winning contractor

Might be exempt under (b)(5)

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Source selection materials **not**  
containing government  
deliberations (Note 43)

- obtained from contractors

Coordinate with contractor:  
some may be (b)(4); remainder  
will depend on whether  
voluntarily submitted by  
contractor--voluntarily  
submitted information, if of  
the kind not customarily  
disclosed to the public, may  
be exempted--or whether  
contractor can show  
competitive harm if released

-inter-or intra-agency records

Presumption of releasability

Government negotiation  
strategy, positions,  
documentation (Note 44)

Requires case-by-case review

**Security Information:**

Handle Via BYEMAN Channels  
Only (Note 45)

Classified (b)(1)§1.3(a)(4)  
and (b)(3)50 U.S.C.§403-  
3(c)(5)

Handle Via TALENT-KEYHOLE  
Channels Only (Note 47)

Line through once, without  
obliterating, no citation  
(unless "fact of" TK adds  
information that warrants  
exclusion)

Codewords (Program  
identifier)(Note 46)

Classified(b)(1)§1.3(a)(4) and  
(b)(3)50 U.S.C.§403-3(c)(5)

Confidential, Secret, Top  
Secret

Line through once, without  
obliterating, no citation

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Coversheets (Note 45)

Redact in full, unless there are pertinent annotations. Otherwise, non-responsive, classified (b)(1)§1.3(a)(4) and (b)(3)50 U.S.C.§403-3(c)(5)and (b)(3) 10 U.S.C. §425 (if names are included)

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Redaction Guide Notes

1. At a meeting on May 16, 1995 it was decided that all NRO Government Personnel and all contractor personnel would be redacted.
2. Public domain - Page 189 of the FY 1993 Congressional Budget Justification Book declassified and released to the SSCI
3. Public Domain - DNRO Memo with attachments to Sen. Dianne Feinstein, 17 Aug 94
4. Derived from "Implementation Plan for Further Decompartmentation and Declassification of the NRO", dated 10 Apr 1995 and effective 24 Apr 1995
5. Judgement call that names of facilities working groups on Westfields would be releasable unless there was something in the name that was classified, or that would raise Operational Security (OPSEC) concerns.
6. Derived from "Implementation Plan for Further Decompartmentation and Declassification of the NRO", dated 10 Apr 1995 and effective 24 Apr 1995. Each item will be looked at to determine if it is classified or warrants a (b)(3) exemption.
7. Public Domain - Page 250 of the FY 1992-1993 Congressional Budget Justification Book, Vol IV as redacted, declassified and released to SSCI. Release limited to this wording.
8. Public domain - DCI/SECDEF memo to Sen Boren, 26 Feb 1990
9. Public domain - Transcript of Proceedings Before the Senate Select Committee on Intelligence, Briefing on NRO Headquarters Project, Wednesday, August 10, 1994, page 104
10. Public domain - Stenographic Minutes, U.S. House of Representatives, Permanent Select Committee on Intelligence, Full Committee Hearing, NRO Headquarters Facility, Thursday, August 11, 1994, page 30-31.
11. Public Domain - Unclassified "NRO Collocation Key Events", no date

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12. Item 1.3.1, NRO Classification Guide, Version 2.0, 9 Sep 1994.
13. Derived from item 1.3.2 NRO Classification Guide, Version 2.0, 9 Sep 1994
14. Public Domain - Transcript of Proceedings Before the Senate Select Committee on Intelligence, Briefing on NRO Headquarters Project, Wednesday, August 10, 1994, page 71
15. Derived from item 1.3.4 NRO Classification Guide, Version 2.0, 9 Sep 1994
16. Public Domain - Stenographic Minutes, U.S. House of Representatives, Permanent Select Committee on Intelligence, Full Committee Hearing, NRO Headquarters Facility, Thursday, August 11, 1994, page 34-35.
17. Item 1.3.3 NRO Classification Guide, Version 2.0, 9 Sep 1994
18. Derived from "Implementation Plan for Further Decompartmentation and Declassification of the NRO", dated 10 Apr 1995 and effective 24 Apr 1995 page 11. Part II, para C. Also, NRO/GC informed CIA/OGC of intention to use 403g as (b)(3) statute to protect identity and location of interim facilities (P. Moffett E-mail 28 Apr 95 16:10:44)
19. Judgement call
20. Derived from item 6.1.1 and 6.1.3 NRO Classification Guide, Version 2.0, 9 Sep 1994
21. Derived from item 6.1.1 and 6.1.3 NRO Classification Guide, Version 2.0, 9 Sep 1994. Also, NRO/GC informed CIA/OGC of intention to use 403g as (b)(3) statute (P. Moffett E-mail 28 Apr 95 16:10:44). At the meeting on 27 Apr 1995, a discussion of the potential for an act like the bombing of the Federal Building in Oklahoma City to occur with the NRO building resulted in general agreement to keep internal NRO specific details from being released. Content will determine which exemptions apply.
22. "As built" drawings detail the actual installation of equipment and may be different than drawings filed with the County of Fairfax and available in the public domain. These "as built" drawings should be protected since they reveal specific vulnerabilities of the buildings.

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23. How the NRO intends to utilize the installed equipment may reveal vulnerabilities that need to be protected from disclosure.
24. Since building permits should already be in the public domain, they should be releasable.
25. TBD. May reveal vulnerabilities, specific uses of particular areas, or some other feature that may require protection.
26. Public domain - Transcript of Proceedings Before the Senate Select Committee on Intelligence, Briefing on NRO Headquarters Project, Wednesday, August 10, 1994, page 64
27. Public domain - "Westfields Project Current Costs" chart (2208F-94 SSCI) declassified and released to SSCI
28. Public domain - "Total Facility Budget" chart (2208F-94 SSCI) declassified and released to SSCI
29. TBD
30. Public domain - Transcript of Proceedings Before the Senate Select Committee on Intelligence, Briefing on NRO Headquarters Project, Wednesday, August 10, 1994, page 27, 91-93
31. Public domain - revealed at the hearing in Birmingham, Alabama, 20 April 1995
32. Derived from item 6.2.1, 6.2.2 NRO Classification Guide, Version 2.0, 9 Sep 1994
33. Derived from "Implementation Plan for Further Decompartmentation and Declassification of the NRO", dated 10 Apr 1995 and effective 24 Apr 1995 page 15, Part III, B.2.a.
34. Derived from 6.3.3 and 6.3.8 NRO Classification Guide, Version 2.0, 9 Sep 1994  
Contract clauses that are indicative of how the NRO does business and may reveal classified or sources and methods information will require exemption. These clauses will be identified on a case-by-case basis.
35. The mere existence of special banking mechanisms is releasable.

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36. Derived from 6.3.3 and 6.3.8 NRO Classification Guide, Version 2.0, 9 Sep 1994
37. Many of the clauses in NRO contracts are required by the Federal Acquisition Regulations (FAR) and are not revealing of classified information or sources and methods information. These are releasable.
38. These clauses were evaluated as not requiring exemption and are included in this guide to document this decision.
39. If there is any reason to protect the relationship between CISCO and their subcontractors, CISCO should make this determination.
40. Public domain -Transcript of Proceedings Before the Senate Select Committee on Intelligence, Briefing on NRO Headquarters Project, Wednesday, August 10, 1994, page 92-93
41. Derived from 6.3.1 NRO Classification Guide, Version 2.0, 9 Sep 1994
42. Based on recollection of R. Marsh and B. MacDonald.
43. Input from NRO/GC. Under the Clinton/Reno policy, the government is no longer being given the benefit of the doubt regarding (b)(5) records. Policy: release unless we can show a harm that would result from release. Because source selection documents contain a lot of predecisional, deliberative, opinion-like statements, and a lot of contractor information, these can probably be heavily redacted. But factual information must be released. Any factual information that pertains to contractors, however, must be coordinated with those contractors so that the NRO can decide whether to release or redact certain information.
44. Must be reviewed on a case-by-case basis to determine which, if any, exemption is justified.
45. Derived from item 8.1 and 8.6 NRO Classification Guide, Version 2.0, 9 Sep 1994
46. Derived from item 8.4 NRO Classification Guide, Version 2.0, 9 Sep 1994
47. Director, Central Imagery Office memo dated 23 Feb 1995 and approved by DCI on 23 Feb 1995

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