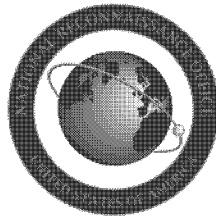


National Reconnaissance Office
Business Function 100, Security and Counterintelligence
Directive 100-26, Memorabilia



1 AUGUST 2013

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ND 100-26 CHANGE LOG

Revision	Date	Revised By	Pages Affected	Remarks
1	1 Aug 13	OS&CI [redacted]	All	Classification has changed to UNCLASSIFIED. All portion marking has been removed and classification banners updated.
1	1 Aug 13	OS&CI, [redacted]	4-6	Administrative changes to Sect IV, Main para and para 2; Sect V, para a and b.1, clarified to incorporate revised, redesigned and updated memorabilia.
2	23 Feb 15	OS&CI, [redacted]	References Sect IV	Added Reference to Title 10, USC 425 along with an explanation in the first paragraph of Sect IV.

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SECTION I - INTRODUCTION

In accordance with the National Reconnaissance Office (NRO) Governance Plan this NRO Directive (ND) defines the scope, authorities, and responsibilities specific to NBF 100, Security and Counterintelligence. The ND is coordinated with appropriate stakeholders, and is approved by the NBF owner, with administrative approval of the Director, Office of Policy and Strategy (OP&S). Official record copies are archived by OP&S.

SECTION II - APPLICATION

All NRO personnel who perform tasks or have duties specific to NBF 100, Security and Counterintelligence, will comply with this ND and its corresponding instructions. When the work to be performed under an NRO contract must comply with this directive and corresponding instructions, the program office shall list these documents as reference documents in the contract statement of work and related documentation.

SECTION III - REFERENCES/AUTHORITIES

- a. U.S. Code, Title 10, Section 425, Prohibition of Unauthorized Use of Name, Initials, or Seal: Specified Intelligence Agencies
- b. NBF 100, Security and Counterintelligence, 3 April 2012

SECTION IV - POLICY

NRO memorabilia designs (logos, patches, emblems, seals) must be approved, and are limited to one design for each program, project, special event, or other NRO-sanctioned activity. In accordance with U.S. Code, Title 10, Section 425: Except with the written permission of both the Secretary of Defense and the Director of National Intelligence, no person may knowingly use the words "National Reconnaissance Office", the initials "NRO", or the seal of the National Reconnaissance Office, in connection with any merchandise, retail product, impersonation, solicitation, or commercial activity in a manner reasonably calculated to convey the impression that such use is approved, endorsed, or authorized by the Secretary and the Director.

Revised/redesigned/updated memorabilia must be reviewed and approved through the process documented herein. All memorabilia submitted for approval must meet the current requirements as

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established in ND 100-26. The Director, NRO will retain ultimate authority over the design and distribution.

a. Logo designs will be devoid of:

1. The perception or actual release of classified or restricted dissemination information;

2. The reuse of previous memorabilia or any modification thereto, with the exception of routine or annual logo/memorabilia updates (i.e., NRO Fun Run/Walk, NRO Team Challenge, NRO All American Family Day, etc.);

3. Any representations that are inappropriate in the workplace; and

4. The creation of designs that infringe on copyrighted material.

5. Artwork depicting conduct prejudicial to the government, such as engaging in games of chance and/or gambling, alcohol-related graphics, etc.

b. Memorabilia will incorporate "National Reconnaissance Office" or "NRO" into the design unless precluded from doing so by security classification and/or operational security, or if the memorabilia represents an Intelligence Community or Department of Defense program/effort and does not identify other participants.

c. All NRO memorabilia designs will be protected from public release until formally approved for use through the prescribed review and coordination process outlined in this policy. Production or sale of items containing the design may not start until the design has completed the approval process. Memorabilia designated for a classified NRO location will be created with a design that is consistent with the location's cover story.

d. Memorabilia will not contain a logo that has been used for a previous (re-flight) launch. When applicable, previous mission patches must be submitted as part of the approval package for the new memorabilia.

e. (Government funds will not be used for the design, manufacture, or distribution of NRO memorabilia. Appropriated funds may be used, under the proper circumstances, for the purchase of Commanders' Coins or other items to be used as

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awards, training supplies, team-building prizes, or representational items.

SECTION V - ROLES AND RESPONSIBILITIES

a. The NRO program office, division, or mission ground station (MGS) component creating the proposed memorabilia/revision/redesign or update will:

1. Design and coordinate the memorabilia with input from their cognizant Program Security Officer (PSO);
2. Ensure the proposed memorabilia design is unclassified and fully meets the requirements in this policy;
3. Document the proposed memorabilia in a coordination package, detailing all meanings and explanations to include previous (reflight) logos;
4. Submit the memorabilia coordination package to the cognizant PSO staff for the corresponding D or O; and
5. Retain the final coordination package along with all related approvals or disapprovals in accordance with the NRO Records Control Schedule.

b. The cognizant PSO staff for each D or O (including MGS security staffs) will:

1. Provide advice and counsel to the program office or ground station component creating the proposed memorabilia/revision/redesign or update design to ensure the design and representations are unclassified;
2. Recommend approval or disapproval and document in the coordination package any potential concerns or ties to other programs that the design may represent; and
3. Submit memorabilia requests to the cognizant D or O government senior or lead PSO for security review, concurrence, and further coordination.

c. The Chief or Lead Government PSO for the requesting D or O (as applicable) will:

1. Review the memorabilia and accompanying written description to ensure neither contains any hidden classified meanings nor can be directly associated with former

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piece(s) of NRO memorabilia, when that association would reveal classified information or associations (i.e., number of re-flights of a similar system);

2. Coordinate all memorabilia with the BPO/OSC to make sure the proposed memorabilia has not been previously used; and

3. Coordinate with the Director, Office of Space Launch (OSL) for all memorabilia designs related to integration and launch of an NRO satellite or program relating to an NRO launch to assure resolution of conflicts and associations (i.e., booster patches and payload logos).

d. Coordinate with the NRO Senior PSO, on behalf of the Director, OS&CI, who will:

1. Conduct a final security review of all memorabilia created across the NRO components to include all ground stations, ensuring designs meet the requirements of this process; and

2. Recommend the approval or disapproval of the memorabilia through the sponsoring D or O government PSO to the Director or Deputy Director.

e. Each NRO D or O Director or Deputy Director will:

1. Recommend approval or disapproval of memorabilia designs created by his or her D or O, after determining whether they meet the requirements of this process; and

2. Forward approval recommendations to the Director, NRO for final review and approval.

f. The BPO/OSC will review all proposed memorabilia to assure they are not a reuse of previous NRO memorabilia and that the proposed content meets the established requirements.

g. The Director, OSL will (if required):

1. Review and recommend approval or disapproval of all memorabilia related to any NRO OSL integration or launch activity to prevent the inadvertent disclosure of classified information; and

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2. Be the interface between the NRO, the Air Force, and the launch vehicle provider for any memorabilia that involves an NRO launch and is intended for use by the launch vehicle community .

h. The Director, NRO will conduct a final review of all proposed memorabilia and make a decision for approval or disapproval.

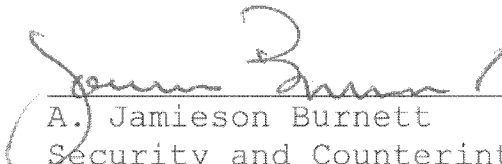
SECTION VI - DIRECTIVE POINT OF CONTACT

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APPROVING SIGNATURE

As the NBF owner for NBF 100, Security and Counterintelligence, I confirm that this document provides a complete representation of the ND 100-26, Memorabilia and the document has been coordinated with stakeholders in this process.



A. Jamieson Burnett
Security and Counterintelligence
NBF Owner

31 Jul 2013
Date



Damon R. Wells
Director, Office of Policy and Strategy

1 Aug 2013
Date

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APPENDIX - GLOSSARY and ACRONYM LIST

Term and Acronym	Definition
Memorabilia	Items such as logos, patches, coffee mugs, clothing, plaques, coins, and similar items that display an association with the NRO or an NRO program, project, mission, payload, or other activity. As unclassified items, memorabilia must be expected to enter the public domain (and thus public scrutiny) at some future point.