

DEPARTMENT OF THE ARMY  
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 Seventh Street, NE  
Charlottesville, Virginia 22901

FSTC MEMORANDUM  
NUMBER 380-1\*

20 September 1983

Security

PREPARING FOMCAT VOLUMES FOR RELEASE TO  
UK, CANADA, AUSTRALIA, NATO, AND SHAPE TECHNICAL CENTRE

	Paragraph
Purpose -----	1
Scope -----	2
Responsibilities -----	3
Sanitization and Preparation -----	4
Dispatch -----	5
Procedural Changes -----	6
References -----	7
Appendix A. Transmittal Letter, SHAPE and NATO Security System	
Appendix B. Transmittal Letter, UK	
Appendix C. Transmittal Letter, Canada	
Appendix D. Transmittal Letter, Australia	
Appendix E. Receipt	

1. Purpose. This memorandum prescribes procedures for preparation and release of the Foreign Materiel Catalog (FOMCAT) (TB 381-5-series) to the UK, Canada, Australia, NATO and the SHAPE Technical Centre.
2. Scope. This memorandum applies to all elements of FSTC located in Charlottesville, VA.
3. Responsibilities. a. Battlefield Systems (BA), Combat Arms (CA), Electronic Systems (ES), and Military Technology (MT) will:
  - (1) Prepare and process FOMCAT volumes in accordance with established instructions.
  - (2) Appoint a FOMCAT Coordinator and notify the Security Office of the appointment.b. The Chief, Administrative Services will insure that the FSTC distribution of each FOMCAT volume includes 18 additional copies and that, upon receipt of the distribution by the Mail and Document Control Unit, the 18 copies are transmitted to the FOMCAT coordinator in the production division responsible for that particular volume (BA, CA, ES, or MT).

\*This memorandum supersedes FSTCM 380-1, 23 Jun 78, including Change 1.

c. The FOMCAT Coordinators for BA, CA, ES, and MT will:

(1) Sanitize, as specified in par 4, below, each of the 18 copies.

(2) Insure that the letters of transmittal are correctly prepared according to the examples Appendices A through D, and are attached to the sets to be released. A copy of the transmittal letter (with MFR) will be included for the Security Office file.

(3) Have the sets prepared for dispatch, including mailing labels. If the volume being released is classified, prepare and include a receipt (DA Form 3964) for the sets to UK, Canada, and Australia, according to the example Appendix E.

(4) Deliver the sets to the Security Office.

d. The Security Office will complete action on the case, sign the letters, and deliver to the Mail and Document Control Room for dispatch.

4. Sanitization and Preparation. a. Each of the copies will be sanitized as follows:

(1) Remove FOREWORD.

(2) On the CONTENTS page, delete reference "FOREWORD", "Table 2", "Table 3", and "Index of Materiel Items".

(3) Remove Table 2 and Table 3.

(4) Remove Index.

(5) Remove all pages containing items on Free World Countries.

(6) Remove all pages containing items marked "NOT RELEASABLE TO FOREIGN NATIONALS" (NOFORN).

(7) Remove all pages containing items marked "THIS INFORMATION HAS BEEN AUTHORIZED FOR RELEASE TO \_\_\_\_\_" (REL), unless the country to whom the copies are to be sent is listed as one of those to whom the item is releasable.

(8) Delete all caveats restricting distribution and all special handling markings WHEREVER they appear.

(9) Delete all page numbers on the remaining pages.

b. The pages remaining after sanitization will be assembled and fastened into individual copies which will be divided into sets for each recipient, properly annotated to identify the recipient. The number of copies for each set and their recipient is: NATO - 4; UK - 3; Canada - 3; Australia - 8.

c. Prepare letters of transmittal according to the examples attached as Appendices A through D. Sets will be attached to the appropriate letter of transmittal. Prepare mailing labels for each set with addressees as shown on Appendices A through D. If the volume is classified CONFIDENTIAL or SECRET and is destined for the UK, Canada or Australia, prepare a receipt (DA Form 3964) according to the example attached as Appendix E and attach to the appropriate set.

d. Deliver to the Security Office where the sets will be reviewed. If errors are found, the sets will be returned to the FOMCAT Coordinator with instructions for correction. If there are no errors, the Security Office will sign the letters of transmittal and deliver to the Mail and Document Control Room for dispatch.

5. Dispatch. Sets will be packaged and mailed to the addressees shown on the mailing labels (and letters of transmittal). The receipt (DA Form 3964) which accompanies the classified sets will be included in the appropriate packages.

6. Procedural Changes. Prior approval of DAMI-CIS must be obtained before any change is made in the number of copies furnished to any country, the countries to whom furnished, and the recipient in the particular country.

7. References. a. DDAL 73-14; b. AR 380-5; c. AR 380-10 (C).

(DRXST-SO)

FOR THE COMMANDER:

  
ROBERT J. ELLIOTT, JR.  
MAJ, AGC  
Adjutant

DISTRIBUTION:

E  
less EEO  
PC  
CM  
FS  
ST1  
ST2



DEPARTMENT OF THE ARMY

US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 SEVENTH STREET, NE.  
CHARLOTTESVILLE, VIRGINIA 22901

FSTCM 380-1

APPENDIX A

REPLY TO  
ATTENTION OF:

DRXST-SO

SUBJECT: Release of Documents to SHAPE and NATO Security System

US Documents Officer  
US National Military Representative  
Supreme Headquarters Allied Powers Europe  
APO New York 09055

Enclosed four copies of TB 380-5- (FOMCAT, Vol ) are forwarded with authority for release to SHAPE for further release within the NATO Security System. The Assistant Chief of Staff for Intelligence, DA approves and this Center concurs in the release. If it is desired, one copy may be distributed to SHAPE Technical Centre through the US Research and Development Coordinator, S&STC.

FOR THE COMMANDER:

1 Encl  
as

JAMES M. BUTLER  
Chief, Security Office



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 SEVENTH STREET, NE.  
CHARLOTTESVILLE, VIRGINIA 22901

FSTCM 380-1

APPENDIX B

(Month, Day, Year)

(Office)

Head, BDILS-W  
Room 438, New Chancery  
British Embassy  
3100 Massachusetts Avenue, NW  
Washington, DC 20008

Dear Sir:

Enclosed three copies of TB 381-5- (FOMCAT, Vol ) are forwarded  
for retention and use within your Ministry of Defence.

Sincerely yours,

Enclosure

James M. Butler  
Chief, Security Office



DEPARTMENT OF THE ARMY  
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 SEVENTH STREET, NE.  
CHARLOTTESVILLE, VIRGINIA 22901

FSTCM 380-1

APPENDIX C

REPLY TO  
ATTENTION OF

(Month, Day, Year)

(Office)

Senior ILO, CFILO-W  
Defense Intelligence Agency  
Room 2056, B Building, AHS  
Washington, DC 20301

Dear Sir:

Enclosed three copies of TB 381-5- (FOMCAT, Vol ) are forwarded for retention and use within your Department of National Defence.

Sincerely yours,

Enclosure

James M. Butler  
Chief, Security Office



DEPARTMENT OF THE ARMY

US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 SEVENTH STREET, NE.  
CHARLOTTESVILLE, VIRGINIA 22901

FSTCM 380-1

APPENDIX D

REPLY TO  
ATTENTION OF

(Month, Day, Year)

(Office)

Australian Army Staff  
Australian Embassy  
1601 Massachusetts Avenue, NW  
Washington, DC 20036

Dear Sir:

Enclosed eight copies of TB 381-5- (FOMCAT, Vol ) are forwarded for retention and use within your Joint Intelligence Organization.

Sincerely yours,

Enclosure

James M. Butler  
Chief, Security Office

**CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD**

For use of this form, see AR 380-5 the proponent agency is the OH&A Assistant Chief of Staff for Intelligence

DATE \_\_\_\_\_

**SECTION A - GENERAL**

TO  
Enter Address for UK,  
CANADA, or AUSTRALIA

FROM  
US Army Foreign Science & Technology Ctr.  
220 Seventh Street, NE  
Charlottesville, VA 22901

DATE RECEIVED \_\_\_\_\_ ACTION OFFICER(S) \_\_\_\_\_ SUSPENSE DATE(S) \_\_\_\_\_ REGISTER OR CONTROL NO \_\_\_\_\_

CONTROL LOG OR FILE NO	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref, Unclassified Subject or Short Title and Number of Indorsements/Incls)	DATE OF DOCUMENT	ORIGINATOR
DRXST-xx	CONF OR SECRET	3 or 8	TB 381-5- xx , FOREIGN MATERIEL CATALOG, VOLUME xx , (title)	ddmmyy	
////////////////////// NOTHING FOLLOWS ////////////////////////					

**SECTION B - ROUTING**

TO	COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON	
			PRINTED NAME	SIGNATURE
1.				
2.				
3.				
4.				
5.				

**SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)**

MATERIAL DESCRIBED HEREON HAS BEEN:

DESTROYED       TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)

OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP	SIGNATURE
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE

**SECTION D - REPRODUCTION AUTHORITY**

NUMBER OF COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE
-----------------------------------	---------------	------

**SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)**

RECEIPT OF DOCUMENT(S) ACKNOWLEDGED       DOCUMENT(S) HAVE NOT BEEN RECEIVED

TRACER ACTION SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED

DATE	PRINTED NAME, GRADE OR TITLE	SIGNATURE
------	------------------------------	-----------

COMMENTS \_\_\_\_\_