

**SECURITY PROCEDURES**  
**Committee on Armed Services**  
**U.S. House of Representatives**  
**115<sup>th</sup> Congress**  
*(Effective January 12, 2017)*

In accordance with committee and House rules, the following procedures are established by the Committee on Armed Services to ensure protection of classified and other sensitive national security information in the possession of the committee.

The following committee and House rules apply to classified information:

**COMMITTEE RULE 9(c)**

“... with the approval of the Chairman, each member of the Committee may designate by letter to the Chairman, one member of that member's personal staff, and an alternate, which may include fellows, with Top Secret security clearance to attend hearings of the Committee, or that member's subcommittee(s), panel(s), or task force(s) (excluding briefings or meetings held under the provisions of committee rule 9(a)), which have been closed under the provisions of rule 9(a) above for national security purposes for the taking of testimony. The attendance of such a staff member or fellow at such hearings is subject to the approval of the Committee, subcommittee, panel, or task force as dictated by national security requirements at that time. The attainment of any required security clearances is the responsibility of individual members of the Committee.”

**RULE 20. PROTECTION OF NATIONAL SECURITY AND OTHER INFORMATION**

(a) Except as provided in clause 2(g) of rule XI of the Rules of the House of Representatives, all national security information bearing a classification of Confidential or higher which has been received by the Committee or a subcommittee shall be deemed to have been received in executive session and shall be given appropriate safekeeping.

(b) The Chairman of the Committee shall, with the approval of a majority of the Committee, establish such procedures as in his judgment may be necessary to prevent the unauthorized disclosure of any national security information that is received which is classified as Confidential or higher. Such procedures shall, however, ensure access to this information by any member of the Committee or any other Member, Delegate, or Resident Commissioner of the House of Representatives, staff of the Committee, or staff designated under rule 9(c) who have the appropriate security clearances and the need to know, who has requested the opportunity to review such material.

(c) The Chairman of the Committee shall, in consultation with the Ranking Minority Member, establish such procedures as in his judgment may be necessary to prevent the unauthorized disclosure of any proprietary information that is received by the Committee, subcommittee, panel, or task force. Such procedures shall be consistent with the Rules of the House of Representatives and applicable law.

**HOUSE RULE XXIII: CODE OF OFFICIAL CONDUCT**

“Before a Member, Delegate, Resident Commissioner, officer, or employee of the House may have access to classified information, the following oath (or affirmation) shall be executed:

‘I do solemnly swear (or affirm) that I will not disclose any classified information received in the course of my service with the House of Representatives, except as authorized by the House of Representatives or in accordance with its Rules.’”

## **PROCEDURES FOR MEMBERS OF CONGRESS AND STAFF ASSOCIATED WITH THE COMMITTEE WHO WISH TO READ CLASSIFIED INFORMATION IN THE POSSESSION OF THE COMMITTEE**

In addition to House rules, law and regulation, the following procedures shall govern the handling, management and control of classified information. These procedures apply to documents, material, and information provided to the committee by congressional or executive branch entities that bear a classification of confidential, secret, or top secret, including all codeword and special access classified information.

### **Members and staff of the Committee on Armed Services and 9(c) staff of Members of the Committee on Armed Services:**

1. Members of Congress, who are Members of the committee and have signed the *Oath for Access to Classified Information*, shall have access to all classified papers and other materials received by the committee from any source.
2. Armed Services Committee staff members and appropriately cleared personal office staff who are designated under committee rule 9(c), who have signed the *Oath for Access to Classified Information* and have a need to know, may also have access to classified information that is in the possession of the committee and that corresponds with their respective clearance levels.

### **Members who are NOT Members of the Committee, House Leadership Staff, and Outside Committee Staff:**

Members of Congress, who are not Members of the committee, House leadership staff, and outside committee staff may be granted access to classified materials which are in the possession of the committee only in the following manner (these requirements apply whether or not the non-committee Member or any such staff seeks access to classified documents at the invitation of a HASC Member):

1. Written Request Required — Members, House leadership staff, and outside committee staff who desire to examine classified materials in the possession of the committee must submit a request to the Chairman of the committee in writing. Each written request shall specify the classified materials to which access is requested and identify the person or persons for whom such access is requested. Such written requests must bear the signature of the employing member for leadership staff and the relevant committee chairman for outside committee staff.
2. Committee Consideration — The Chairman, in consultation with the Ranking Member, shall consider each such request by non-committee Members or staff at the earliest practicable opportunity. The Chairman shall determine what action he

deems appropriate in light of all of the circumstances of each request. In his determination, the Chairman shall consider:

- the sensitivity to the national defense or the confidential conduct of the foreign relations of the United States of the information sought;
  - the jurisdictional interest of the Member or staff making the request; and
  - such other concerns, constitutional or otherwise, as may affect the public interest of the United States.
3. Chairman Action — After consideration of the Member or staff request, the Chairman may take any action that he may deem appropriate under the circumstances, including but not limited to:
- approving the request, in whole or in part;
  - denying the request; or
  - providing the requested information or material in a different form than that sought by the Member or staff.
4. Requirements for Access by Non-Committee Members or staff — Prior to a non-committee Member or staff being given access to classified information, the requesting Member or staff shall:
- affirm in writing that a copy of the oath executed by such Member or staff pursuant to House Rule XXIII, clause 13, is on file with the Clerk of the House of Representatives;
  - agree in writing not to divulge any classified information provided to the Member or staff pursuant to these committee procedures to any person not authorized by House rules, law or regulation; and
  - agree not to divulge such classified information in a non-secure environment; and
  - for staff, provide verification of appropriate security clearances
5. Consultation Authorized — When considering a Member or staff request, the Chairman may consult the Secretary of Defense and such other officials as he considers to be necessary.
6. Finality of Committee Decisions —
- Should the Member making such a request disagree with the Chairman's determination with respect to that request, or any part thereof, the Member may request full committee consideration of his/her request by notifying the Chairman in writing of his disagreement with the decision and the Member's request for the committee's consideration and a vote on the request.
  - The committee shall subsequently consider the matter and decide, by record vote, what further action or recommendation, if any, the committee will take.
7. Notice to Originating Agency — In the event that the chairman or committee authorizes the disclosure of classified information, which is provided to the

committee by an agency of the executive branch, to a Member who is not a Member of the committee or staff, the Chairman may notify the providing agency of the committee's action prior to the transmission of such classified information.

**ALL Members and House Leadership, Outside Committee, and 9(c) Staff  
Requesting Access to Classified Information:**

1. All classified information will be stored in secure safes in the committee offices or at the Office of the Sergeant at Arms, House Security. Members or staff seeking to review classified information should contact the Staff Director or Deputy Staff Director of the Armed Services Committee and identify the specific classified materials which are requested for review.
2. Any classified information stored by the Office of the Sergeant at Arms, House Security remains the property of the committee and shall be subject to the same requirements for access as all other classified materials in the committee's possession.
3. Following consultation with the Staff Director or Deputy Staff Director, access to the classified information will be coordinated with the committee's Security Manager. Classified documents will be made available for review during regular committee business hours (8:30AM- 6:00PM, Monday through Friday).
4. Classified materials may only be reviewed in an appropriately secured space and must remain in the custody of appropriately cleared committee staff or the Office of the Sergeant at Arms, House Security. An appropriately cleared committee staff member will be present while classified information is being reviewed.
5. No reproduction or recordings may be made of any portion of the classified information reviewed by Members of Congress or staff.
6. Any notes made by a Member or by staff must be provided to the committee's Security Manager for proper storage or destruction.
7. In accordance with the applicable laws and regulations, classified information may only be disclosed in an appropriately secured location to individuals with the appropriate level of security clearance and on an established need-to-know basis.
8. Members or staff will be asked to sign the *Access Information Sheet*, a copy of which is attached to this document, if they gain access to classified information.

The committee's Security Manager will maintain the *Access Information Sheet* identifying the material, the staff assigned, and the time of arrival and departure of Members of Congress or staff who were given access to classified information at the request of their respective Member.

9. The committee's Security Manager will ensure that the classified information reviewed by the Member of Congress or staff is returned to the proper custodian and/or secured appropriately.

## **PROCEDURES FOR CLASSIFIED HEARINGS AND BRIEFINGS OF THE COMMITTEE AND SUBCOMMITTEES**

1. In accordance with the applicable laws and regulations, classified information may only be disclosed to Members of Congress, committee staff, 9(c) staff, House leadership staff, or outside committee staff with the appropriate level of security clearance and an established need-to-know.
2. No classified material provided at a hearing, briefing or meeting may be removed from the secure meeting room.
3. Any notes made by a Member or House leadership, outside committee, or 9(c) staff during a classified hearing or briefing must be provided to the committee's Security Manager at the conclusion of the classified hearing or briefing for proper storage or destruction.
4. No electronic communication devices, including blackberries, cellular phones, and pagers (including 1-way pagers), may be taken into a classified hearing or briefing. Committee staff will make arrangements for the proper safekeeping of such electronic equipment outside the meeting room.

**CLASSIFIED DOCUMENTS ACCESS INFORMATION SHEET  
FOR MEMBERS OF THE COMMITTEE ON ARMED SERVICES**

**U.S. HOUSE OF REPRESENTATIVES  
115th CONGRESS**

Description of Material:

Classification:

Member's Name:

HASC Staff Member Assigned:

Date:

Time In:

Time Out:

*I agree not to divulge any classified information provided to me pursuant to the committee's procedures to any person not authorized by House rules, law or regulation. I also agree not to divulge such classified information in a non-secure environment.*

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Signature, Member of Congress

**CLASSIFIED DOCUMENTS ACCESS INFORMATION SHEET  
FOR MEMBERS NOT ON THE COMMITTEE, HOUSE  
LEADERSHIP STAFF, AND OUTSIDE COMMITTEE STAFF**

**COMMITTEE ON ARMED SERVICES  
U.S. HOUSE OF REPRESENTATIVES  
115th CONGRESS**

Description of Material:

Classification:

Name:

Date:

Time In:

Time Out:

*I affirm that I have duly executed the oath pursuant to House Rule XXIII, clause 13, and that the oath is on file with the clerk of the House of Representatives. I agree not to divulge any classified information provided to me pursuant to the committee's procedures to any person not authorized by House rules, law or regulation. I also agree not to divulge such classified information in a non-secure environment.*

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Signature



**CLASSIFIED DOCUMENTS ACCESS INFORMATION SHEET  
FOR 9(c) STAFF OF THE COMMITTEE**

**COMMITTEE ON ARMED SERVICES  
U.S. HOUSE OF REPRESENTATIVES  
115th CONGRESS**

Description of Material:

Classification:

Member's Name:

HASC Staff Member Assigned:

Date:

Time In:

Time Out:

*I, \_\_\_\_\_, agree not to divulge any classified information provided to me pursuant to the committee's procedures to any person not authorized by House rules, law or regulation. I also agree not to divulge such classified information in a non-secure environment.*

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Signature, 9(c) staff