

DECLASSIFIED

E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SWNCC 335 3-C



Restricted  
Serial No. 482

RESTRICTED

337

5 May 1947

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MEMORANDUM FOR

Post Intelligence Officer  
Headquarters Army Chemical Center  
Edgewood Arsenal, Maryland

Subject:

Transfer of Classified Material from  
War Department to Other Federal Agencies

1. Reference is made to your letter of 2 April 1947 in which you requested advice as to the recommended administrative procedure to be followed in transmission of classified documents from War Department to other Federal agencies.

2. As a matter of initial guidance, it should be emphasized that War Department offices should refer "documentary and related security matters" pertaining to any nonmilitary agency of the government to the attention of the Security Advisory Board only when:

- (a) there is a question as to the security standards of the agency involved;
- (b) additional information regarding its security standards is considered to be desirable;
- (c) security violations by the agency are known and it is desired that such violations be corrected;
- (d) easier access to the agency on a security matter can be assured by the direct liaison channels of the Security Advisory Board than by other available channels.

3. Should any instance of transmission of classified material from your headquarters fall within one of the above categories, the specific problem should be forwarded to the Security Advisory Board which will make appropriate determinations and return its recommendations to you. It is recommended that the documents in question be retained in your headquarters, unless you consider them necessary for an understanding of the problem, until the specific recommendations of the Board are received.

4. Your attention is invited to the provisions of War

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**RESTRICTED****Restricted**  
**Serial No. 482**

Department Memorandum 380-5-2 dated 10 December 1946. Your attention is further invited to paragraphs 20c, 21a, and 24b of AR 380-5 dated 15 August 1947.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

cc War Member, Security Advisory Board

**RESTRICTED**





WAR DEPARTMENT  
WAR DEPARTMENT GENERAL STAFF  
MILITARY INTELLIGENCE DIVISION, G-2  
WASHINGTON 25, D. C.



335

MID 380.01

29 April 1947

MEMORANDUM FOR THE SECRETARY, SECURITY ADVISORY BOARD, SWNCC:

SUBJECT: Procedure for Handling of Security Matters Pertaining to Nonmilitary Federal Departments and Agencies.

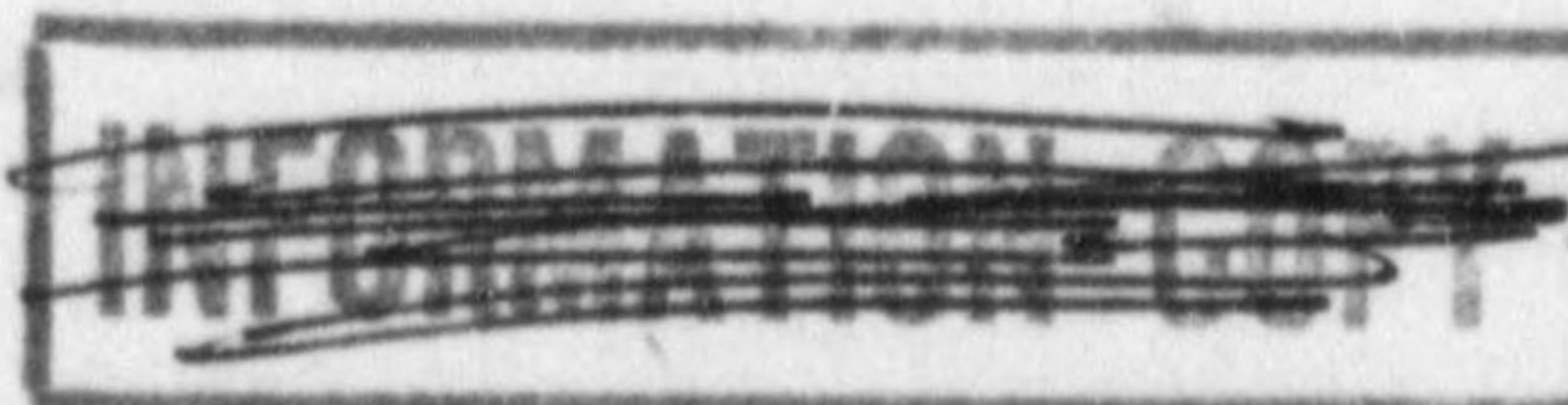
1. Reference is made to your letter of 17 April 1947, subject as above, the War Member concurs with your suggested procedure in replying to Inclosure a.
2. Your attention is invited to provisions of War Department Memorandum 380-5-2, dated 10 September 1946. Your attention is further invited to paragraphs 20c, 21a and 24b, AR 380-5, dated 15 August 1946.

*Harry H. Mole*

HARRY H. MOLE  
Colonel, GSC  
War Member  
Security Advisory Board  
SWNCC



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Serial No. 452



335

17 April 1947

MEMORANDUM FOR

War Member, SAB

Subject:

Procedure for Handling of Security  
Matters Pertaining to Nonmilitary  
Federal Departments and Agencies

References:

- a. AG Memorandum AGAO-S 380.01  
(3 Jan 47) B-M dtd 10 January 1947
- b. Navy Department Memorandum Op-32-D2,  
A8-6, Serial No. 698P32 dtd 25  
Feb 1947

Enclosure:

CC Ltr fr Post Intelligence Officer,  
Edgewood Arsenal, Md.

1. It is desired to reply to Enclosure a, explaining the intent of Reference a which may possibly be being misinterpreted by the Post Intelligence Officer at Edgewood Arsenal, Md. In explaining this intent, it is considered that enumeration of the occasions when the Board should be consulted, as set forth in para. 5 of Reference b, should be included.

2. Should the Post Intelligence Officer then have cases which would fall into one of the categories in this enumeration, it would seem desirable that he send a statement of the problem to the Security Advisory Board, which will attempt to resolve it with the appropriate civilian agency.

3. Confirmation of the suggested procedure above is requested. If there are any additional administrative instructions which you wish to include from the standpoint of the War Department, please let me know.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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HEADQUARTERS  
ARMY CHEMICAL CENTER  
EDGEWOOD ARSENAL, MARYLAND

IN REPLY REFER TO:

2 April 47

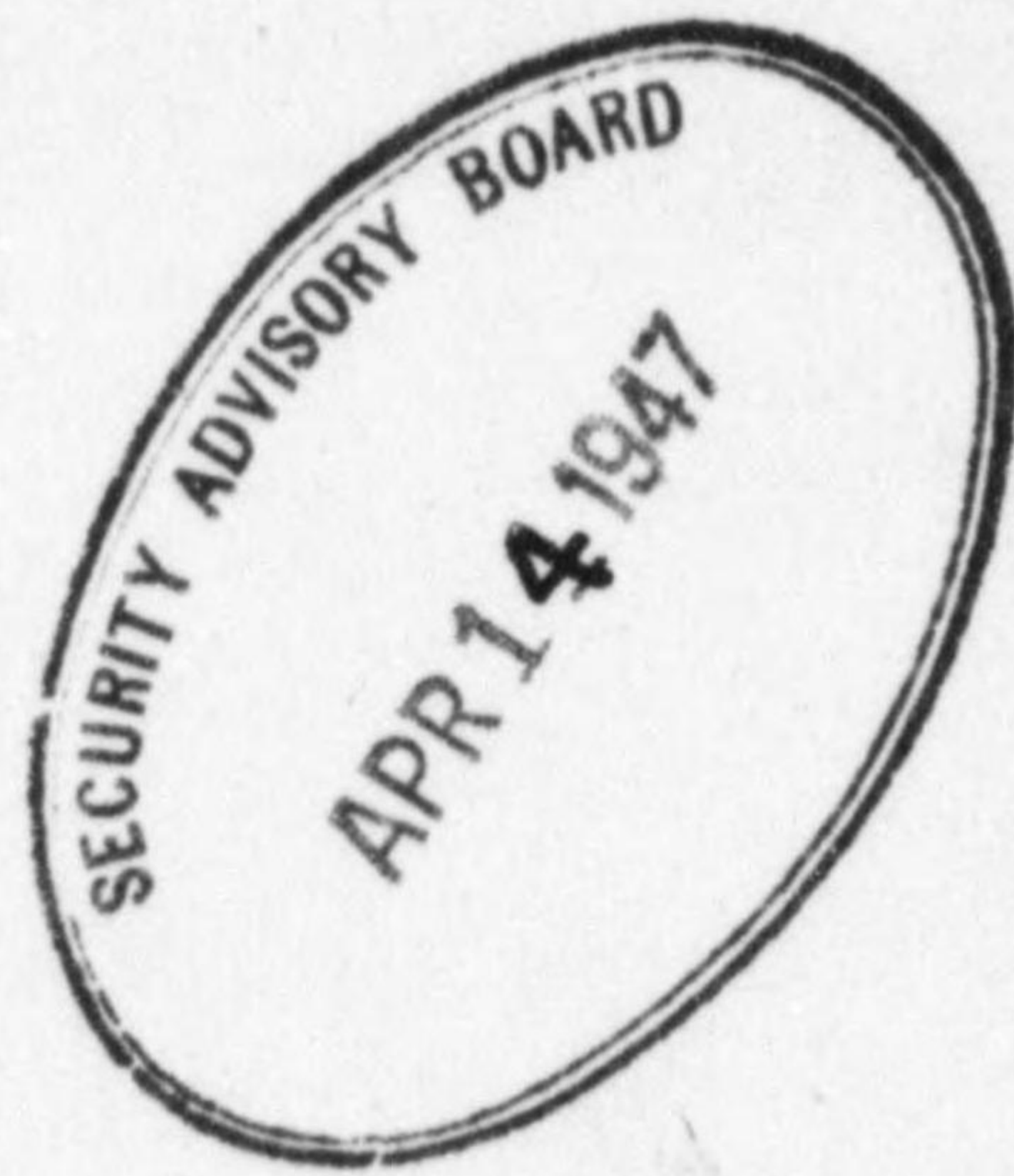
SUBJECT: Transfer of Classified Materiel from War Department to other  
Federal Agencies

TO: Security Advisory Board  
Room 2027, New War Department Bldg.  
21st & Virginia Avenue., N.W.  
Washington 25, D.C.

Request advice as to administrative procedure recommended  
by Security Advisory Board, for processing of classified documents from  
War Department to any other Federal agency.

FOR THE COMMANDING GENERAL:

*Niilo Nieminen*  
NIILO NIEMINEN  
Captain, OMP  
Post Intelligence Officer





Unclassified  
Serial No. 400

**FILE**

18 March 1947

MEMORANDUM FOR

Army Medical Library  
7th and Independence Avenue, S.W.  
Washington 25, D.C.  
Attention: Mr. Adams

Subject: Declassification

1. Pursuant to our telephone conversation this date, I am enclosing a list of the Security Officers of the nonmilitary agencies of the federal government, who may be consulted on matters of declassification. A copy of SAB 7 is also enclosed, recently issued to all government agencies.

2. A recent memorandum directed to all agencies of the War Department in Washington (AGAO-S 380.01 (3 Jan 47) B-M dtd 10 January 1947) requires that documentary and related security matters, pertaining to any non-military Federal Department or Agency, in which the War Department is concerned, will be referred to the Security Advisory Board. At the present time, however, the Board does not have sufficient personnel to be able to handle this declassification for your office. Accordingly, it is recommended that for the time being, you channel your queries directly to the agency concerned.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 353

*nowy*

28 February 1947

MEMORANDUM FOR Fiscal Director  
Executive Office of the Secretary  
Navy Department

Subject: Procedure for Handling of Security  
Matters Pertaining to Nonmilitary  
Federal Departments and Agencies

Reference: a. CNO Ltr Op-35W1-gw Ser. No. 1P35  
dtd 20 January 1947

1. Your letter of 10 February 1947, EXOS (OFD) A3-1, in which you questioned the application of reference a to certain operations of your office, has been referred to the Security Advisory Board for reply.

2. It was not the intention of the memorandum, which was approved by the State-War-Navy Coordinating Committee for implementation within War and Navy Departments, to change such procedures as you described in your letter. In view of the fact that the letter has proved to be confusing to various offices in the Navy Department, a substitute memorandum was prepared which will rescind reference a. I am informed that this substitute memorandum is presently being mimeographed in the Navy Department, and that you should receive your copy within a few days.

3. It is believed that the procedure as outlined in the substitute memorandum will not affect the operations which you described in your letter of 10 February 1947.

For the Security Advisory Board:

Ruth C. Barton  
Secretary





Op-35W1-hcd  
Ser. 164P35

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
Washington 25, D.C.

18 February 1947

**From:** Chief of Naval Operations.  
**To:** The Secretary, Security Advisory Board  
**Subject:** Procedure for Handling of Security Matters  
Pertaining to Non-Military Federal Depart-  
ments and Agencies.  
**Encl:** (A) EXOS (OPD)A3-1 ltr of 10 February 1947.

1. Enclosure (A) is forwarded as a matter  
for decision by the Security Advisory Board (SAB).

2. It is requested that the Fiscal Director  
be advised direct as to the decision of the SAB in regard  
to the recommendation contained in paragraph three of the  
Enclosure.

/s/ R. L. Dennison  
R. L. DENNISON  
By direction

cc:  
Fiscal Director



NAVY DEPARTMENT  
OFFICE OF THE FISCAL DIRECTOR  
Washington 25, D.C.

EXOS (OFD)A3-1

10 February 1947

From: Fiscal Director  
To: Chief of Naval Operations  
Subj: Procedure for Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies  
Ref: (a) CNO ltr Op-35W1-gw Ser. No. 1P35 dated 20 Jan. 1947

1. This office is constantly furnishing information to the Bureau of the Budget and to the Appropriation Committees and their sub-committees of the House and Senate. The information required includes classified documents prepared outside this office and documents prepared and classified in this office in many cases containing classified information abstracted from other documents.
2. The procedures which are customary preclude the possibility of clearing each classified document with the Security Advisory Board. Submission of many of the documents are required by law and the law clearly authorizes the Bureau of the Budget and Congressional committees to request and to receive documents classified "Confidential" and down.
3. In order to clarify the status of the operations of this office, it is recommended that for any documents classified below "Secret," the Bureau of the Budget and the Appropriation Committees and sub-committees be defined as military agencies for the purposes of reference (a). Pending reply this office will operate on the assumption that this recommendation is approved.

/s/ W. J. McNeil  
W. J. MCNEIL



In repl- refer to Initials  
and No.

Op-35W1-hcd  
Ser. 164P35

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D. C.



18 February 1947

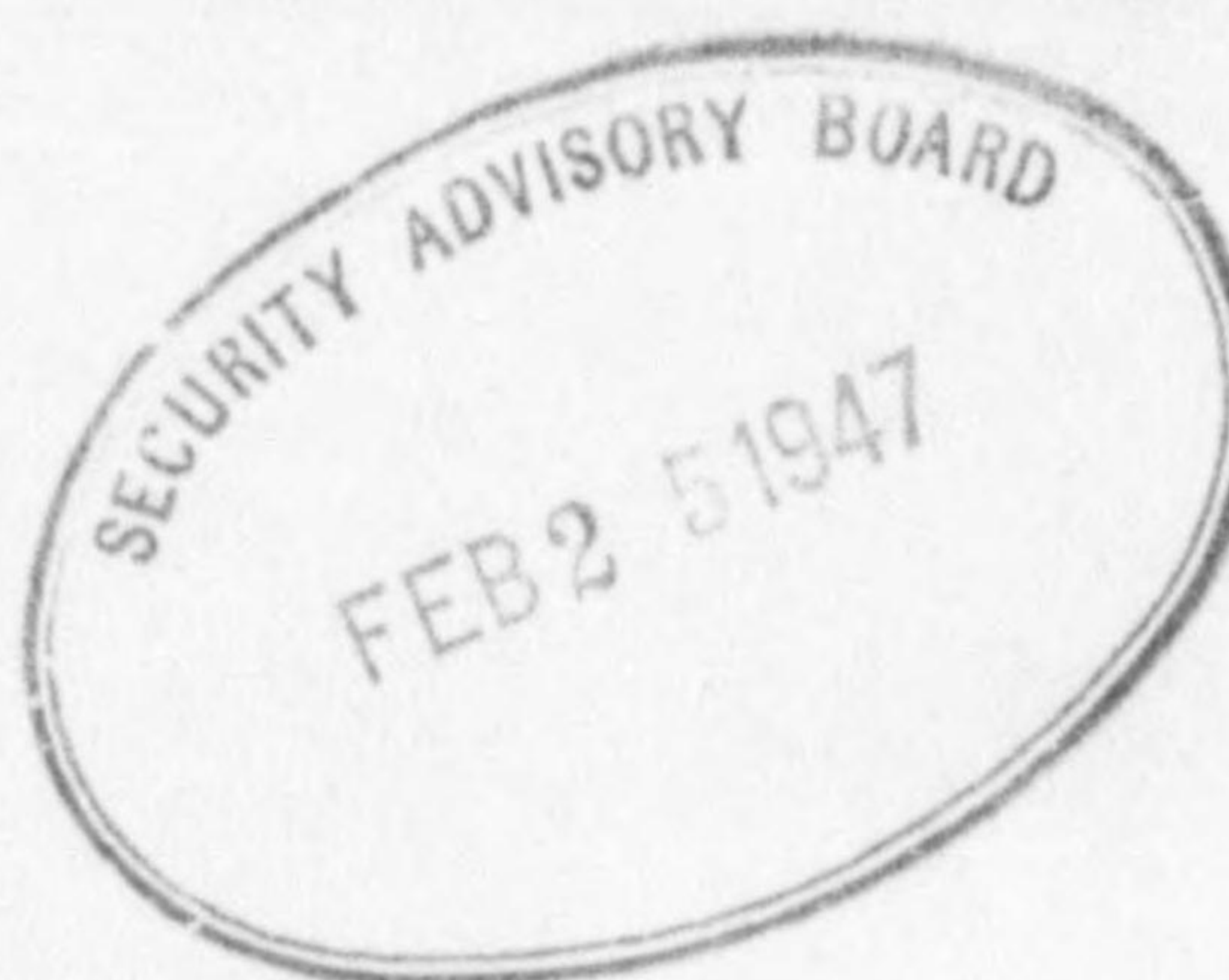
From: Chief of Naval Operations.  
To: The Secretary, Security Advisory Board.  
Subject: Procedure for Handling of Security Matters  
Pertaining to Non-Military Federal Depart-  
ments and Agencies.  
Encl: (A) EXOS (OFD)A3-1 ltr of 10 February 1947.

1. Enclosure (A) is forwarded as a matter  
for decision by the Security Advisory Board (SAB).

2. It is requested that the Fiscal Director  
be advised direct as to the decision of the SAB in regard  
to the recommendation contained in paragraph three of the  
Enclosure.

*R. L. DENNISON*  
R. L. DENNISON  
By direction

cc:  
Fiscal Director

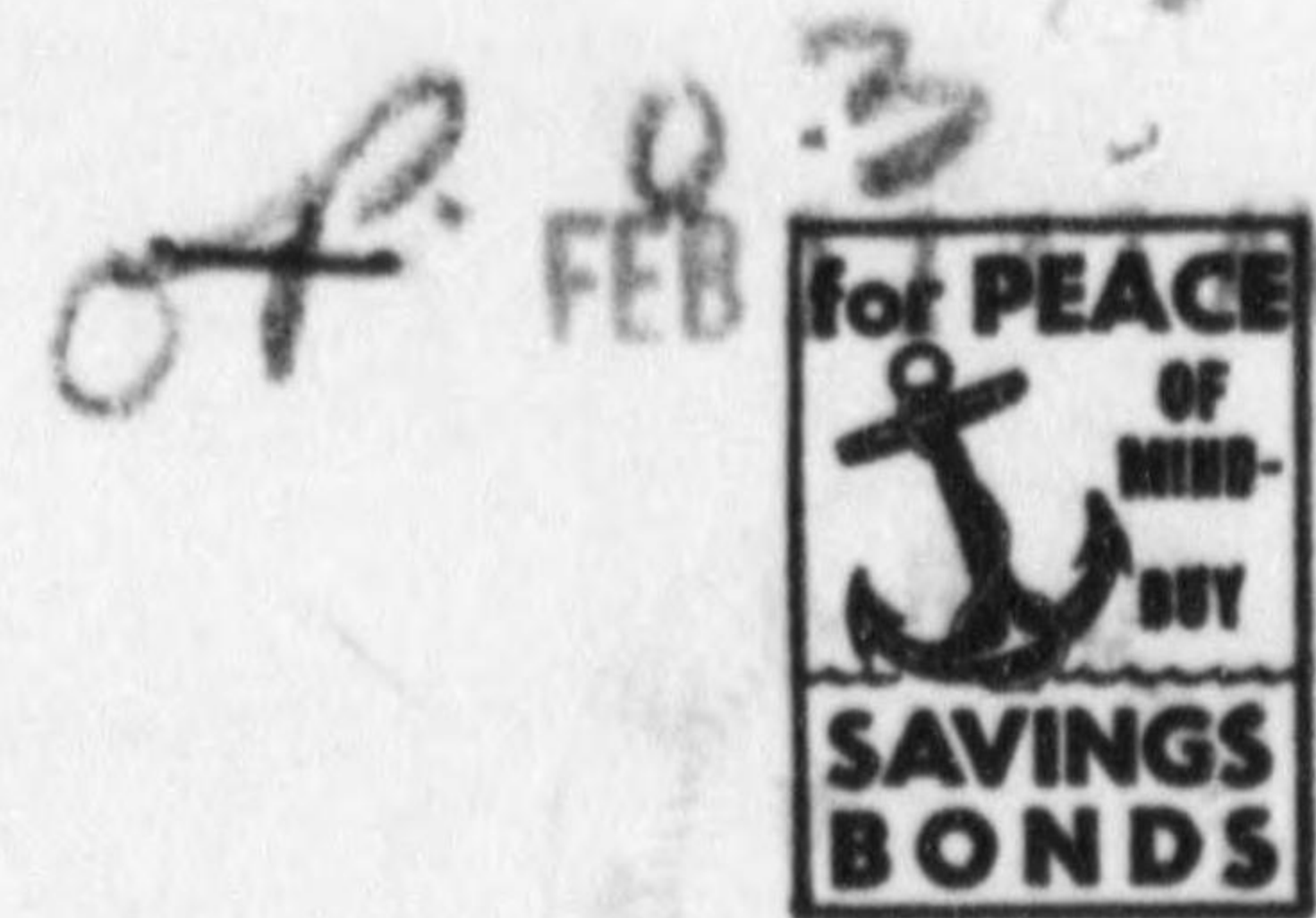




ADDRESS REPLY TO

AND REFER TO INITIALS  
AND No.

EXOS (OFD) A3-1

NAVY DEPARTMENT  
OFFICE OF THE FISCAL DIRECTOR  
WASHINGTON 25, D. C.

10 February 1947

From: Fiscal Director  
To: Chief of Naval Operations

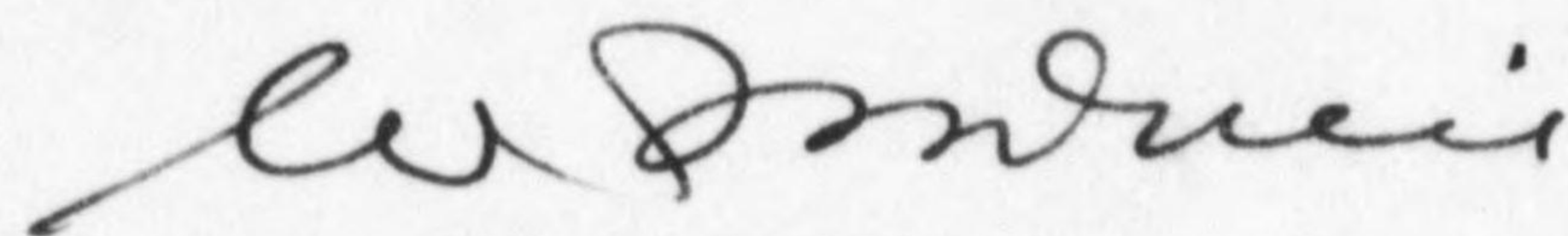
Subj: Procedure for Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies

Ref: (a) CNO ltr Op-35W1-gw Ser. No. 1P35 dated 20 Jan. 1947

RECEIVED  
EXOS, ROUTING SECTION  
NAVY DEPARTMENT

1. This office is constantly furnishing information to the Bureau of the Budget and to the Appropriation Committees and their subcommittees of the House and Senate. The information required includes classified documents prepared outside this office and documents prepared and classified in this office in many cases containing classified information abstracted from other documents.
2. The procedures which are customary preclude the possibility of clearing each classified document with the Security Advisory Board. Submission of many of the documents are required by law and the law clearly authorizes the Bureau of the Budget and Congressional committees to request and to receive documents classified "Confidential" and down.
3. In order to clarify the status of the operations of this office, it is recommended that for any documents classified below "Secret," the Bureau of the Budget and the Appropriation Committees and subcommittees be defined as military agencies for the purposes of reference (a). Pending reply this office will operate on the assumption that this recommendation is approved.

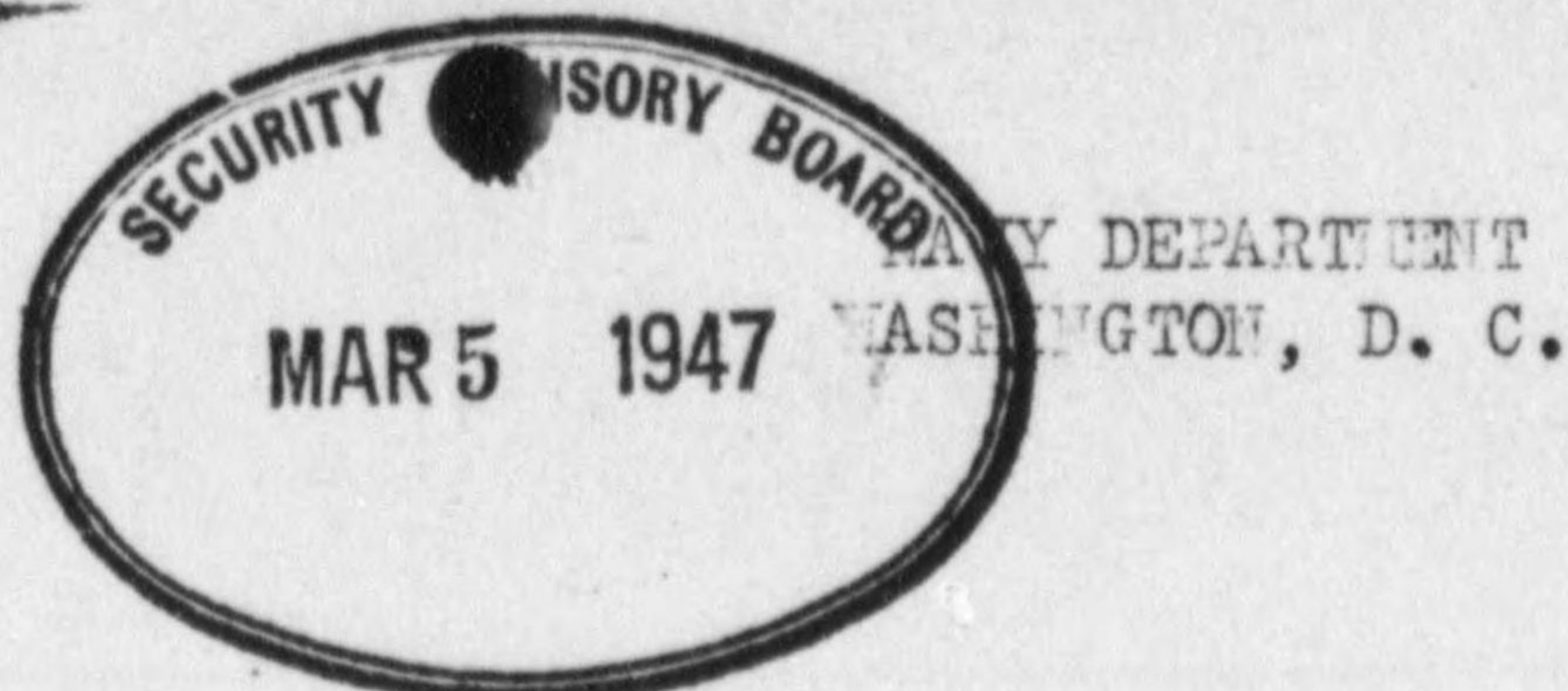
ENCL (A)



W. J. McNEIL

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Op-32-D2  
A8-6  
RESTRICTED  
Serial No. 698P32

25 February 1947

From: The Secretary of the Navy  
To: All Bureaus and Office of the Navy Department  
Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling of.  
Reference: (a) SecNav restricted ltr., FF1, relative to  
subject matter, dtd. 28 April 1944.  
(b) CNO restricted ltr., Op-3571-gw, Serial  
No. 1P35, dtd. 20 January 1947.

1. Reference (a) and (b) are hereby canceled and the following is substituted in lieu of them.

2. There is established within the State-War-Navy Coordinating Committee a Subcommittee, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department and Navy Department.

3. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

4. It is desired that documentary and related security matters, pertaining to any non-military Federal Department or Agency, in which the Navy Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 711  
515 22nd Street, NW  
Telephone: Republic 5600  
Extension: 3669, 2306

5. For information, and for an interpretation as to the meaning of the wording of paragraph 4 above, the Security Advisory Board should only be consulted, regarding security matters pertaining to a non-military agency of the Federal Government, when:

(a) there is a question as to the security standards of the agency involved.



Op-35W1-hcd  
Ser. 164P35

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
Washington 25, D.C.

*James  
335*

18 February 1947

From: Chief of Naval Operations.  
To: The Secretary, Security Advisory Board  
Subject: Procedure for Handling of Security Matters  
Pertaining to Non-Military Federal Depart-  
ments and Agencies.  
Encl: (A) EXOS (OFD)A3-1 ltr of 10 February 1947.

1. Enclosure (A) is forwarded as a matter  
for decision by the Security Advisory Board (SAB).

2. It is requested that the Fiscal Director  
be advised direct as to the decision of the SAB in regard  
to the recommendation contained in paragraph three of the  
Enclosure.

/s/ R. L. Dennison  
R. L. DENNISON  
By direction

cc:  
Fiscal Director



NAVY DEPARTMENT  
OFFICE OF THE FISCAL DIRECTOR  
Washington 25, D.C.

EXOS (OFD)A3-1

10 February 1947

From: Fiscal Director  
To: Chief of Naval Operations  
Subj: Procedure for Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies  
Ref: (a) CNO ltr Op-35W1-gw Ser. No. 1P35 dated 20 Jan. 1947

1. This office is constantly furnishing information to the Bureau of the Budget and to the Appropriation Committees and their subcommittees of the House and Senate. The information required includes classified documents prepared outside this office and documents prepared and classified in this office in many cases containing classified information abstracted from other documents.
2. The procedures which are customary preclude the possibility of clearing each classified document with the Security Advisory Board. Submission of many of the documents are required by law and the law clearly authorizes the Bureau of the Budget and Congressional committees to request and to receive documents classified "Confidential" and down.
3. In order to clarify the status of the operations of this office, it is recommended that for any documents classified below "Secret," the Bureau of the Budget and the Appropriation Committees and subcommittees be defined as military agencies for the purposes of reference (a). Pending reply this office will operate on the assumption that this recommendation is approved.

/s/ W. J. McNeil  
W. J. MCNEIL



Restricted  
Serial No. 319

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13 February 1947

MEMORANDUM FOR

Navy Member, SAB

Subject:

Procedure for Handling Security  
Matters Pertaining to Nonmilitary  
Federal Departments and Agencies

References:

- a. SWNCC 335
- b. Navy Memorandum OP-35W1-gw  
Serial No. 1P35
- c. SAB Serial No. 286

1. It is understood from our telephone conversation of February 12, 1947, that the Navy Department is willing to withdraw Reference b and issue a memorandum in lieu thereof which will quote the exact wording of the memorandum approved by SWNCC, provided an additional paragraph is included to explain the meaning of "documentary and related security matters pertaining to any nonmilitary Federal Department or Agency, in which the Navy Department is concerned."

2. Pursuant to your request, I submit my interpretation of the meaning of the phrase which seemingly is ambiguous. This interpretation is based on my experience with the Board in the past few years and my knowledge of the actual procedure which the Board presently follows in this respect. In making this interpretation, I have consulted with Mr. E. M. Winters, Chairman of the Board during the latter part of its operation under O.W.I. as to the meaning originally intended in this phraseology.

3. Under its present terms of reference, the Board desires that it be consulted by the War (Navy) Departments regarding security matters pertaining to a nonmilitary agency of the Federal Government when a reasonable doubt of security standards in that agency exists; when additional information regarding the security standards of a nonmilitary agency is considered by the War (Navy) Department to be desirable; when security violations in a nonmilitary agency are brought to the attention of the War (Navy) Department and correction is termed desirable; and when easier access on any security matter can be assured by the direct liaison

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channels of the Security Advisory Board than by other available channels.

4. It is realized that the above paragraph is too lengthy for verbatim use in the Navy Department implementation of SWNCC 335, but I believe you will be able to draft the paragraph you need from this information.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

CC War Member, SAB  
Lt. Col. V. F. Field



Restricted  
Serial No. 286

**RESTRICTED**  
STATE-WAR-NAVY COORDINATING COMMITTEE  
**SECURITY ADVISORY BOARD**  
WASHINGTON 25, D. C.

THIS DOCUMENT IS DECLASSIFIED  
WHEN ATTACHMENT IS REMOVED

11 February 1947

MEMORANDUM FOR

State Member, ~~SAB~~  
War Member, SAB  
Navy Member, SAB

Subject:

Procedure for Handling Security Matters  
Pertaining to Nonmilitary Federal  
Departments and Agencies

Reference:

a. SWNCC 335

Enclosures:

- a. Copy AG Memorandum AGAO-S 380.01  
(3 Jan 47) B-M
- b. Copy Navy Memorandum Op-35W1-gw  
Ser. No. 1P35

1. It has come to the attention of the Secretary that Enclosure b, promulgated in the Navy Department as a result of SWNCC 335, is being misinterpreted by various offices in the Navy Department. Upon receiving a copy of the Navy Department implementation of SWNCC 335 from the SWNCC Secretariat, (the Board has not yet received an information copy from the Navy Department), it was ascertained that the memorandum as approved by SWNCC had been reworded before being issued by the Navy Department.

2. Although the memorandum as approved by SWNCC might lend itself to the interpretation given in paragraph 3 of the Navy Department implementation of SWNCC 335, it was not the intention of the Board that all classified information which is being given to nonmilitary agencies should revert to the Board for decision as to whether the security standards of the agency would permit receipt. It is true that the Board has acted in that capacity in several instances, but in all cases the classification of the document was such that the sender wanted additional insurance of its security or similar circumstances warranted the Board's moving into the field. It has not been the desire of the Board at any time to act as an insurer of the security of civilian agencies on every piece of classified material being given to them by the military services. It is my belief that such a procedure would create an unwieldy and wholly unnecessary bottleneck in the relationships between the military services and civilian agencies. In addition, the present personnel of the Board

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Serial No. 286 (Ctd.)

cannot handle the workload which would result from such a policy.

3. It should be pointed out that the memorandum which was approved by SWNCC for implementation by the two departments is merely a revision of a previous memorandum on this subject, which was originally issued in 1944. The proposed revision changed no part of the original memorandum except the address and present agency of the Security Advisory Board. The provisions of the memorandum are admittedly subject to several interpretations, but it has heretofore been a simple matter to interpret those provisions in view of their generality.

4. It is believed that the Navy Department version of the memorandum contained in SWNCC 335 is misleading and should be corrected if possible. If the Navy Member, SAB, deems it unwise to approach the issuing office directly on this matter, action to be taken will be discussed at the next meeting of the Board at which time the provisions of the memorandum in question and the memorandum which was approved by SWNCC will be discussed. It is requested that the Board members examine the wording of the memoranda in effect in the two departments in order to determine if the present wording might lead to future confusion and misunderstanding.

For the Security Advisory Board:

*Ruth C. Barton*  
Ruth C. Barton  
Secretary

cc Lt. Col. V.F. Field

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WAR DEPARTMENT  
The Adjutant General's Office  
Washington 25, D. C.

AGAO-S 380.01 (3 Jan 47)B-M

CJM/gc 1A 872 Pentagon

10 January 1947

SUBJECT: Procedure for Handling of Security Matters Pertaining  
to Non-Military Federal Departments and Agencies

TO: All War Department Agencies in Washington, D. C.  
and Vicinity.

1. There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department and Navy Department.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

3. It is desired that documentary and related security matters, pertaining to any non-military Federal Department or Agency, in which the War (Navy) Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N. W.  
Washington 25, D. C.

Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 6400, Extension 3157

4. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. Joint Security Control is located in Room 2B 656, The Pentagon, War Department Extension 74878.

6. Letter, this office AG 380.01 (24 Apr 44)OB-S-E-M, 26 April 1944, subject; "Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments, is hereby rescinded.

BY ORDER OF THE SECRETARY OF WAR:

**COPY****RESTRICTED****RESTRICTED**

*Encl. a*  
/s/ Edward F. Witsell  
EDWARD F. WITSELL  
The Adjutant General



In reply refer  
to Initials  
and No.  
Op-35W1-gw  
Ser. No.  
1P35

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NAVY DEPARTMENT  
Office of the Chief of Naval Operations  
Washington 25, D. C.

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20 January 1947

MEMORANDUM

From: Chief of Naval Operations.  
To: All Bureau and Offices of the Navy Department.  
Commandant, Potomac River Naval Command.  
Commandant, Marine Corps.  
Subject: Procedure for Handling of Security Matters Per-  
taining to Non-Military Federal Departments and  
Agencies.  
Ref: (a) State-War-Navy Coordinating Committee Memorandum  
4879 of 15 November 1946.

1. There is established within the State-War-Navy Coordinating Committee a subcommittee for Security Control, known as the Security Advisory Board, consisting of representatives from the State Department, War Department and Navy Department.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

3. Some offices of the Navy Department are continuing to deal directly with non-military Federal Departments and Agencies in regard to documentary and related security matters. It is desired that before release of classified documents or other classified information to non-military Federal Departments or Agencies, the matter be referred to the attention of the Security Advisory Board, which will advise whether or not the security standards of the Department or Agency permit release. The address of the Security Advisory Board is:

Room 711, 515 - 22nd St., N.W., Washington, D.C.

Telephone: REpublic 5600, Extensions 3669, 2306.

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20 January 1947

Subj: Procedure for Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies.

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4. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-Military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board. Joint Security Control is located in Room 2B656, the Pentagon, War Department Extension 74878.

/s/ J. L. McCrea  
J. L. McCREA  
Vice Admiral, U.S.N.  
DCMO/Administration

CC: Adm. Aide, CNO  
Sec'y, JCS  
Security Advisory Board  
Sec'y, SWNCC

SWNCC SECRETARIAT

State Member -----  
Army Member -----  
Navy Member -----  
Ass't State Member -----  
Ass't Army Member -----  
Ass't Navy Member -----  
Executive Secretary -----  
Ass't Exec. Secretary -----  
State Adm. Assistant -----  
Army Adm. Assistant -----  
Navy Adm. Assistant -----  
File -----

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Encl. 2



~~Restricted~~  
Serial No. 249

~~RESTRICTED~~

January 17, 1947

Colonel T. J. Sands  
Chief, Security Branch  
Central Intelligence Group  
Washington 25, D.C.

Dear Colonel Sands:

Reference is made to your letter of January 9, 1947, in which you state that the Director of the Central Intelligence Group desires that the Security Advisory Board of the State-War-Navy Coordinating Committee take steps to inform the War and Navy Departments and other interested agencies that the provisions of SWNCC 335 should not apply to the Central Intelligence Group.

On the basis of available information, the Security Advisory Board at its meeting on January 16, 1947, concluded that there appears to be no seeming justification for the concern of the Central Intelligence Group regarding the application of SWNCC 335. The Board as an operating unit understands fully the position of the Central Intelligence Group with respect to the military departments and to other government agencies, and will continue to conduct its activities with that understanding. The special relationship of the Central Intelligence Group to these departments is likewise believed to be clearly understood by the State, War, and Navy Departments. The Security Advisory Board considers therefore that no action is presently necessary to clarify the application of SWNCC 335.

If more specific reasons are submitted or if later experience proves that such clarification is necessary, the Board will be glad to reconsider its decision at that time, with a view to possible amendment of SWNCC 335.

Sincerely yours,

E. T. Anderson  
Acting Chairman  
Security Advisory Board

cc War Member, SAB  
Navy Member, SAB  
Secretary, SWNCC

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DECLASSIFIED

Authority MND 750065  
By es/kms NARS, Date OCT 21 1976



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CENTRAL INTELLIGENCE GROUP  
NEW WAR DEPARTMENT BUILDING  
21st and VIRGINIA AVENUE, N. W.  
WASHINGTON, D. C.

9 January 1947

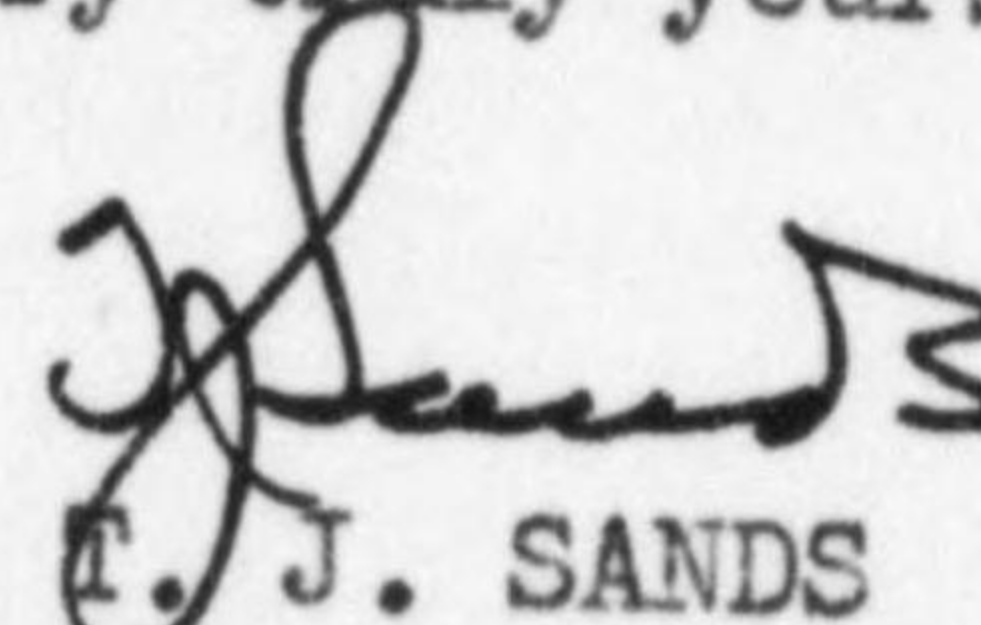
Chairman, Security Advisory Board  
Room 711 - 515-22nd Street, N. W.  
Washington, D. C.

Dear Sir:

It has been brought to the attention of the Director of Central Intelligence that SWNCC 335 which the State-War-Navy Coordinating Committee approved by informal action on 14 November 1946, and which provides for the revision of previous memoranda issued by the War and Navy Departments to insure that documentary and related security matters, pertaining to any non-military federal department or agency, be referred to the Security Advisory Board.

While the Central Intelligence Group is a non-military agency of the government, its relationship to the War and Navy Departments is of a very special nature, and the same may be said with regard to its relationship to the State Department and certain other federal departments and agencies. For that reason, the Director does not believe that the provisions of SWNCC 335 should be considered as applying to the Central Intelligence Group. He would appreciate your taking such steps as may be necessary to so inform the War and Navy Departments and such other agencies as you may deem appropriate in order that the position of the Central Intelligence Group in this matter may be fully protected.

Very truly yours,



F. J. SANDS  
Colonel, G.S.C.  
Chief, Security Branch  
CIG Liaison Officer to SAB

DECLASSIFIED  
Authority NND 750065  
By es/mf NARS, Date OCT 21 1976

~~RESTRICTED~~



3/3/R

ACCESS RESTRICTED

The item identified below has been withdrawn from this file:

File Designation SWNCC 335 3-C

Serial No. 238

Date January 13, 1947

~~From~~ Memorandum for State Member, SAB

To from Barton

In the review of this file this item was removed because access to it is restricted. Restrictions on records in the National Archives are stated in general and specific record group restriction statements which are available for examination. The item identified above has been withdrawn because it contains:

Security-Classified Information

Otherwise Restricted Information

WITHDRAWAL NOTICE

CSA/CIB  
Authority

6/21/78  
Date



ACCESS RESTRICTED

The item identified below has been withdrawn from this file:

File Designation \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_

In the review of this file this item was removed because access to it is restricted. Restrictions on records in the National Archives are stated in general and specific record group restriction statements which are available for examination. The item identified above has been withdrawn because it contains:

- Security-Classified Information
- Otherwise Restricted Information

\_\_\_\_\_  
Authority

\_\_\_\_\_  
Date

WITHDRAWAL NOTICE



RESTRICTED**RESTRICTED**WAR DEPARTMENT  
The Adjutant General's Office  
Washington 25, D. C.*Service  
355*

AGAO-S 380.01 (3 Jan. 47)B-M

CJM/sc 1A 872 Pentagon

10 January 1947

SUBJECT: Procedure for Handling of Security Matters Pertaining  
to Non-Military Federal Departments and AgenciesTO: All War Department Agencies in Washington, D. C.  
and Vicinity.

1. There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department and Navy Department.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

3. It is desired that documentary and related security matters, pertaining to any non-military Federal Department or Agency, in which the War (Navy) Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N. W.  
Washington 25, D. C.

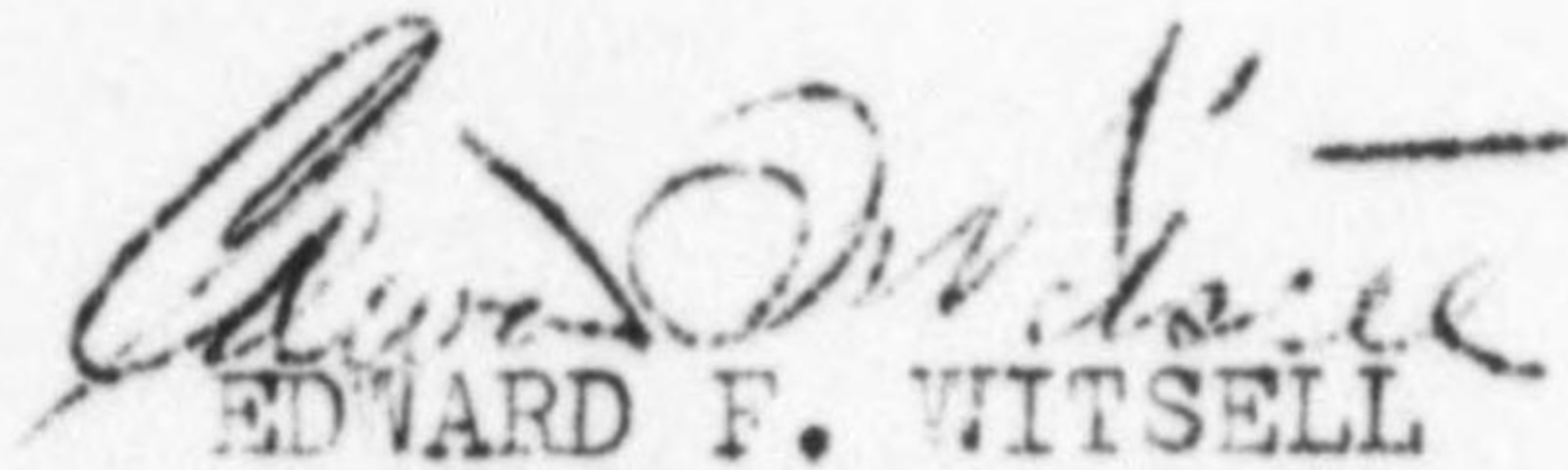
Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 6400, Extension 3157

4. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. Joint Security Control is located in Room 2B 656, The Pentagon, War Department Extension 74878.

6. Letter, this office AG 380.01 (24 Apr 44)OB-S-E-M, 26 April 1944, subject; "Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments, is hereby rescinded.

BY ORDER OF THE SECRETARY OF WAR:



EDWARD F. WITSELL

Major General

The Adjutant General

**RESTRICTED**RESTRICTED



RESTRICTED  
Serial No. 97  
RGB/gh

335

16 October 1946

MEMORANDUM FOR The Secretary  
State-War-Navy Coordinating Committee

Subject: Handling of Security Matters Pertaining to Nonmilitary  
Federal Departments and Agencies

Enclosure: Report by Subcommittee on Subject

1. The enclosure, a report by the State-War-Navy Coordinating Subcommittee for Security Control ("Security Advisory Board") on its own initiative, is forwarded herewith.
2. At their 6th meeting on 16 October 1946, the War and Navy members of the Subcommittee approved the enclosure. The State member of the Subcommittee approved the enclosure informally 15 October 1946.

For the Security Advisory Board

Ruth Catlett Barton  
Secretary



RESTRICTED

ENCLOSURE

HANDLING OF SECURITY MATTERS PERTAINING TO NON-  
MILITARY FEDERAL DEPARTMENTS AND AGENCIES

Report by the  
State-War-Navy Coordinating Subcommittee for Security Central

THE PROBLEM

1. To recommend revision of existing War and Navy Department memoranda regarding the handling of security matters pertaining to non-military federal departments and agencies.

FACTS BEARING ON THE PROBLEM

2. On 3 April 1944, the Director of the Office of War Information addressed a letter to the Joint Chiefs of Staff, requesting that the War and Navy Departments instruct their personnel that all documentary and related security matters pertaining to any nonmilitary federal department or agency should be referred to the Security Advisory Board. (See Appendix "A").

3. As a result of the action requested by the Director of the Office of War Information, the War Department issued on 26 April 1944, AG Memorandum 380.01 (24 Apr 44) (B-S-E-N). (See Appendix "B"). On 28 April 1944, a letter from the Secretary of the Navy (No. FF1) was sent to all Bureaus and Offices of the Navy Department, setting forth the OWI suggestions. This letter was implemented by Headquarters Memorandum No. 33, dated 1 May 1944, from the Headquarters of the Commander in Chief, U. S. Fleet. (See Appendix "C").

DISCUSSION

4. The memoranda issued by the military services in 1944 regarding the Security Advisory Board have not been rescinded, in spite of the fact that the Security Advisory Board has not been under the jurisdiction of the OWI since November, 1945. In the interest of accuracy, these memoranda should be corrected.

5. The fact that the Security Advisory Board has been re-established



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under the State-War-Navy Coordinating Committee is not generally known to War and Navy offices. As a result, some offices of these departments are continuing to deal directly with civilian agencies and departments on security matters. It is essential to the success of any security programs for civilian agencies and departments which the Security Advisory Board may sponsor that duplication of effort be avoided.

CONCLUSIONS

6. It is concluded that:

a. The necessity for correlation of security practices of the military services with those of civilian governmental agencies still exists;

b. The existing War and Navy memoranda on this subject are out of date and should be revised.

RECOMMENDATION

7. It is recommended that the memorandum in Appendix "D", after approval by SWNCC, be forwarded to the Joint Chiefs of Staff for implementation.



RESTRICTED

APPENDIX "A"

GOEX

April 3, 1944

Joint Chiefs of Staff  
Public Health Building  
1901 Constitution Avenue  
Washington, D. C.

Gentlemen:

It has come to my attention that various divisions of the War (Navy) Departments are dealing directly with non-military Federal departments and agencies in Washington, D. C., and vicinity in documentary security policies and problems. This practice has resulted in confusion and duplication of effort. In the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments through the Security Advisory Board, Office of War Information, may I request that a memorandum substantially as follows be given general distribution throughout army and navy offices in Washington, D. C., and vicinity:

"There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, the Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

"It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the War (Navy) Department is concerned be referred to the attention of the Security Advisory Board.

"The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S. W.  
Washington 25, D. C.  
Telephone: RRepublic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321."

Cordially,

Elmer Davis  
Director



RESTRICTEDAPPENDIX "B"COPYWAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
Washington 25, D. C.

AG 380.01 (24 Apr 44) CB-S-E-M

KDH/mb - 2B 939 Pentagon

26 April 1944

**SUBJECT:** Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments.

**TO:** All War Department Agencies in Washington, D. C., and vicinity.

1. For the information and guidance of all concerned, the following instructions respecting security procedure are hereby disseminated to all War Department agencies in Washington and vicinity.
2. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship, and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.
3. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.
4. It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, in which the War Department is concerned be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:  
Room 3605, Social Security Building  
4th and Independence Avenue, S. W.  
Washington, 25, D. C.  
Telephone: Republic 7500 or Code 819--  
Extension 74321.
5. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.
6. The Joint Security Control Board is located in Room 2E-840, The Pentagon, Extension 74683.

By order of the Secretary of War:

/s/ Robert H. Dunlop

ROBERT H. DUNLOP  
Brigadier General,  
Acting the Adjutant General.



RESTRICTED

APPENDIX "C"

FF1

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON

28 April 1944

From: The Secretary of the Navy.  
To: All Bureaus and Offices of the Navy Department  
Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling of

1. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.
2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.
3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.
4. All documentary and related security matters of Joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.
5. The address of the Security Advisory Board is:  
  
Room 3605, Social Security Building,  
4th and Independence Avenue, S. W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321  
  
The address of the Joint Security Control is:  
  
Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions 74683 or 74878

/s/ Ralph A. Bard

Copy to:  
OWI (Security  
Advisory Board)  
Joint Security Control.



RESTRICTEDAPPENDIX "C" (continued)

UNITED STATES FLEET  
 HEADQUARTERS OF THE COMMANDER IN CHIEF  
 NAVY DEPARTMENT, WASHINGTON, D. C.

COPY

1 May 1944

HEADQUARTERS MEMORANDUM NO. 33

Subject: Security Matters Pertaining to Non-Military Federal  
 Departments and Agencies - Handling of

Reference: (a) SecNav Restricted Ltr. FF1 dated 28 Apr. 1944.  
 (Same subject).

1. Reference (a) is quoted below for compliance:

"1. There is established within the office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:

Room 3605, Social Security Bldg.,  
 4th & Independence Ave., S. W.  
 Washington 25, D. C.  
 Telephone: Republic 7500  
 Code 819 (Army) 823 (Navy)  
 Extension 74321.

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
 Arlington, Va.  
 Telephone: Republic 6700  
 Code 87 (Navy)  
 Extensions: 74683 or 74878."

R. S. EDWARDS,  
 Chief of Staff.

Copy to:  
 O.W.I. (Security Advisory  
 Board).  
 Joint Security Control.

/s/ Howard E. Orem  
 HOWARD E. OREM,  
 Flag Secretary



RESTRICTED

APPENDIX "D"

MEMORANDUM FOR THE JOINT CHIEFS OF STAFF

SUBJECT: Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies.

On 3 April 1944 the Director of the Office of War Information requested that the Joint Chiefs of Staff inform the War and Navy Departments that in the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments, all documentary and related security matters pertaining to any nonmilitary Federal Department or Agency should be referred to the Security Advisory Board.

As a result of your action on this request, the War and Navy Departments issued appropriate directives to their offices. (War: AG Memorandum 380.01 (24 Apr 44) CB-S-E-M, dated 26 April 1944, Subject: Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments; Navy: SecNav Ltr, PFI, dated 28 April 1944, Subject: Security Matters Pertaining to Nonmilitary Federal Departments and Agencies - Handling of, and Headquarters Memorandum No. 33, dtd 1 May 1944, same subject.)

It has been determined that the necessity for the correlation of security practices, which prompted the request of the O. W. I. Director, still exists and SWNCC accordingly recommends that the following memorandum be given general distribution throughout army and navy offices in Washington, D. C., and vicinity:

"There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department, and Navy Department.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.



RESTRICTED

"It is desired that documentary and related security matters, pertaining to any nonmilitary Federal department or agency, in which the War (Navy) Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N. W.  
Washington 25, D. C.

Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 6400, Extension 3157

"All documentary and related security matters of a joint Army and Navy nature which pertain to any nonmilitary Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

"The Joint Security Control is located in Room 2B656, The Pentagon, War Department Extension 74878.

"Memorandum No. \_\_\_\_\_ is hereby rescinded."



RESTRICTED  
Serial No. 95

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD  
WASHINGTON 25, D. C.

*Serial 335*

**RESTRICTED**

14 October 1946

MEMORANDUM FOR

State Member, SAB ←  
War Member, SAB  
Navy Member, SAB

Subject:

Handling of Security Matters Pertaining  
to Nonmilitary Federal Departments and  
Agencies.

References:

- a. AG Memorandum No. 380.01 (24 Apr 44).
- b. SecNav Ltr, FF1, dtd 28 Apr 44.

Enclosure:

Draft on Subject.

1. Pursuant to the Board's discussion on the revision of the War and Navy memoranda directing the channelling of security problems pertaining to civilian agencies and departments through the Security Advisory Board, a proposed report to SWNCC is enclosed.

2. This matter will be discussed at the next meeting of the Security Advisory Board.

FOR THE SECURITY ADVISORY BOARD:

*Ruth C. Barton*

Ruth C. Barton  
Secretary

**RESTRICTED**



RESTRICTED  
Serial No. 95

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD  
WASHINGTON 25, D. C.

*James  
335*

**RESTRICTED**

14 October 1946

MEMORANDUM FOR

State Member, SAB ←  
War Member, SAB  
Navy Member, SAB

Subject:

Handling of Security Matters Pertaining  
to Nonmilitary Federal Departments and  
Agencies.

References:

- a. AG Memorandum No. 380.01 (24 Apr 44).
- b. SecNav Ltr, FF1, dtd 28 Apr 44.

Enclosure:

Draft on Subject.

1. Pursuant to the Board's discussion on the revision of the War and Navy memoranda directing the channelling of security problems pertaining to civilian agencies and departments through the Security Advisory Board, a proposed report to SWNCC is enclosed.

2. This matter will be discussed at the next meeting of the Security Advisory Board.

FOR THE SECURITY ADVISORY BOARD:

*Ruth C. Barton*

Ruth C. Barton  
Secretary

**RESTRICTED**



RESTRICTEDE N C L O S U R EHANDLING OF SECURITY MATTERS PERTAINING TO  
NONMILITARY FEDERAL DEPARTMENTS AND AGENCIES

Report by the  
State-War-Navy Coordinating Subcommittee for Security Control

THE PROBLEM

1. To recommend revision of existing War and Navy Department memoranda regarding the handling of security matters pertaining to nonmilitary federal departments and agencies.

FACTS BEARING ON THE PROBLEM

2. On 3 April 1944, the Director of the Office of War Information addressed a letter to the Joint Chiefs of Staff, requesting that the War and Navy Departments instruct their personnel that all documentary and related security matters pertaining to any nonmilitary federal department or agency be referred to the Security Advisory Board. (See Appendix "A").

3. As a result of the action requested by the Director of the Office of War Information, the War Department issued on 26 April 1944, AG Memorandum 380.01 (24 Apr 44) OB-S-E-M, (See Appendix "B"). On 28 April 1944, a letter from the Secretary of the Navy (No. FF1) was sent to all Bureaus and Offices of the Navy Department, setting forth the OWI suggestions. This letter was implemented by Headquarters Memorandum No. 33, dated 1 May 1944, from the Headquarters of the Commander in Chief, U. S. Fleet. (See Appendix "C").

DISCUSSION

4. The memoranda issued by the military services in 1944 regarding the Security Advisory Board are still in effect, in spite of the fact that the Security Advisory Board has not been under the jurisdiction of the OWI since November, 1945. In the interest of accuracy, these memoranda should be corrected.

5. The fact that the Security Advisory Board has been re-established under the State-War-Navy Coordinating Committee is not generally known to War and Navy offices. As a result, some offices of these departments are continuing to deal directly with civilian agencies and departments on security matters. It is essential to the success of any security programs for civilian agencies and departments which the Security Advisory Board may sponsor that duplication of effort be avoided.

CONCLUSIONS

6. It is concluded that:

a. The necessity for correlation of security practices of the military services with those of civilian governmental agencies still exists;

b. The existing War and Navy memoranda on this subject are out of date and should be revised.



RESTRICTED

RECOMMENDATION

7. It is recommended that the memorandum in Appendix "D", after approval by SWNCC, be forwarded to the Joint Chiefs of Staff for implementation.



RESTRICTEDCOPYA P P E N D I X "A"

April 3, 1944

Joint Chiefs of Staff  
Public Health Building  
1901 Constitution Avenue  
Washington, D.C.

Gentlemen:

It has come to my attention that various divisions of the War (Navy) Departments are dealing directly with non-military Federal departments and agencies in Washington, D.C., and vicinity in documentary security policies and problems. This practice has resulted in confusion and duplication of effort. In the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments through the Security Advisory Board, Office of War Information, may I request that a memorandum substantially as follows be given general distribution throughout army and navy offices in Washington, D.C., and vicinity:

"There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, the Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

"It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the War (Navy) Department is concerned be referred to the attention of the Security Advisory Board.

"The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S.W.  
Washington 25, D.C.  
Telephone: REpublic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321."

Cordially,

Elmer Davis  
Director



RESTRICTEDA P P E N D I X "B"COPYWAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
Washington 25, D.C.

AG 380.01 (24 Apr 44) OB-S-E-M

KDH/mb - 2B 939 Pentagon

26 April 1944

SUBJECT: Correlation of Security Practices of the Armed Forces  
with Those of Civilian Governmental Departments.

TO: All War Department Agencies in Washington, D.C., and  
Vicinity.

1. For the information and guidance of all concerned, the following instructions respecting security procedure are hereby disseminated to all War Department agencies in Washington and vicinity.

2. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship, and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

3. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

4. It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, in which the War Department is concerned be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S.W.  
Washington, 25, D.C.

Telephone: Republic 7500 or Code 819--  
Extension 74321.

5. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

6. The Joint Security Control Board is located in Room 2E-840, The Pentagon, Extension 74683.

By order of the Secretary of War:

/s/ Robert H. Dunlop  
ROBERT H. DUNLOP  
Brigadier General,  
Acting The Adjutant General



APPENDIX C

FF1

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON

28 April 1944

RESTRICTED

From: The Secretary of the Navy.  
To : All Bureaus and Offices of the Navy Department.  
Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling of.

1. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of Joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:

Room 3605, Social Security Building,  
14th and Independence Avenue, S.W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions 74683 or 74878

Copy to:

O.W.I. (Security  
Advisory Board)  
Joint Security Control.

/s/ Ralph A. Bard



APPENDIX C (Cont.)

UNITED STATES FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NAVY DEPARTMENT, WASHINGTON, D.C.RESTRICTED

1 May 1944

HEADQUARTERS MEMORANDUM NO. 33

Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling  
of.

Reference: (a) SecNav Restricted Ltr. FFK dated 28 Apr.  
1944, (Same subject).

1. Reference (a) is quoted below for compliance:

"1. There is established within the office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:  
Room 3605, Social Security Bldg.,  
4th & Independence Ave., S.W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321.

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions: 74683 or 74878."

R. S. EDWARDS,  
Chief of Staff.

Copy to:  
O.W.I. (Security Advisory  
Board).  
Joint Security Control.

/s/ Howard E. Orem,  
HOWARD E. OREM,  
Flag Secretary.



A P P E N D I X "D"

MEMORANDUM FOR THE JOINT CHIEFS OF STAFF

SUBJECT: Handling of Security Matters Pertaining to Nonmilitary Federal Departments and Agencies.

On 3 April 1944 the Director of the Office of War Information requested that the Joint Chiefs of Staff inform the War and Navy Departments that, in the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments, all documentary and related security matters pertaining to any nonmilitary Federal Department or Agency should be referred to the Security Advisory Board.

As a result of your action on this request, the War and Navy Departments issued appropriate directives to their offices. (War: AG Memorandum 380.01 (24 Apr 44) OB-S-E-M-, dated 26 April 1944, Subject: Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments; Navy: SSecNav Ltr, FF1, dated 28 April 1944, Subject: Security Matters Pertaining to Nonmilitary Federal Departments and Agencies-Handling of, and Headquarters Memorandum No. 33, dtd 1 May 1944, same subject.)

It has been determined that the necessity for the correlation of security practices, which prompted the request of the O.W.I. Director, still exists and SWNCC accordingly recommends that the following memorandum be given general distribution throughout army and navy offices in Washington, D.C., and vicinity:

"There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department, and Navy Department.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.



RESTRICTED

"It is desired that documentary and related security matters ,  
pertaining to any nonmilitary Federal department or Agency, in  
which the War (Navy) Department is concerned, be referred to  
the attention of the Security Advisory Board. The address of  
the Security Advisory Board is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N.W.  
Washington 25, D.C.

Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 6400, Extension 3157

"All documentary and related security matters of a joint  
Army and Navy nature which pertain to any nonmilitary Federal  
Department or Agency will be channelled through Joint Security  
Control before being referred to the attention of the Security  
Advisory Board.

"The Joint Security Control is located in Room 2B656, The  
Pentagon, War Department Extension 74978.

"Memorandum No. \_\_\_\_\_ is hereby rescinded."



UNITED STATES FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NAVY DEPARTMENT, WASHINGTON, D.C.

*Answer  
235*

RESTRICTED

1 May 1944

HEADQUARTERS MEMORANDUM NO. 33

Subject: Security Matters Pertaining to Non-Military Federal Departments and Agencies - Handling of.

Reference: (a) SecNav Restricted Ltr. Ffk dated 28 Apr. 1944, (Same subject).

1. Reference (a) is quoted below for compliance:

"1. There is established within the office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.



UNITED STATES FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NAVY DEPARTMENT, WASHINGTON, D.C.

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Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling  
of.

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5. The address of the Security Advisory Board  
is:

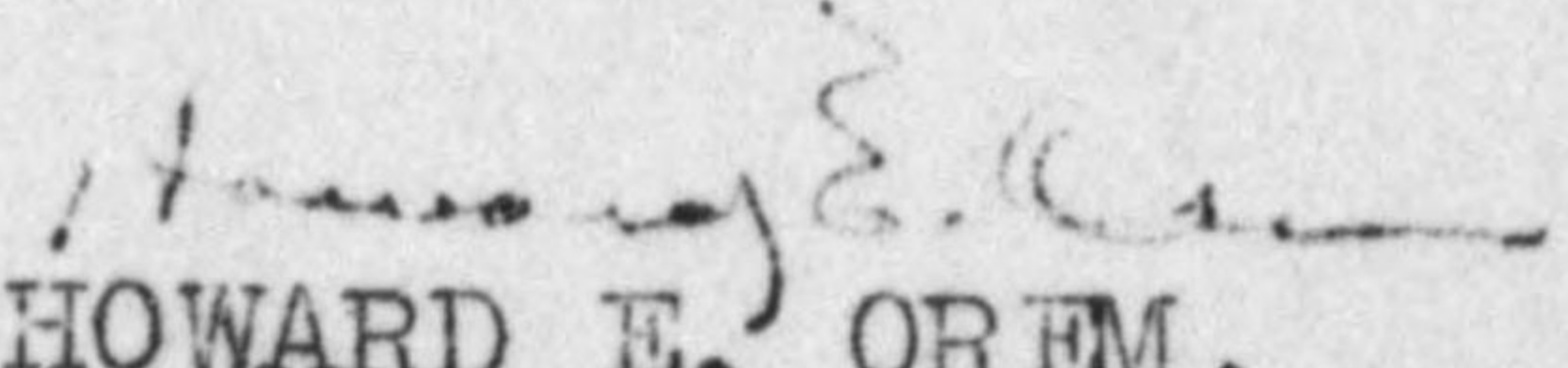
Room 3605, Social Security Bldg.,  
4th & Independence Ave., S.W.  
Washington 25, D.C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321.

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions: 74683 or 74878."

R. S. EDWARDS,  
Chief of Staff.

Copy to:  
O.W.I. (Security Advisory  
Board).  
Joint Security Control.

  
HOWARD E. OREM,  
Flag Secretary.