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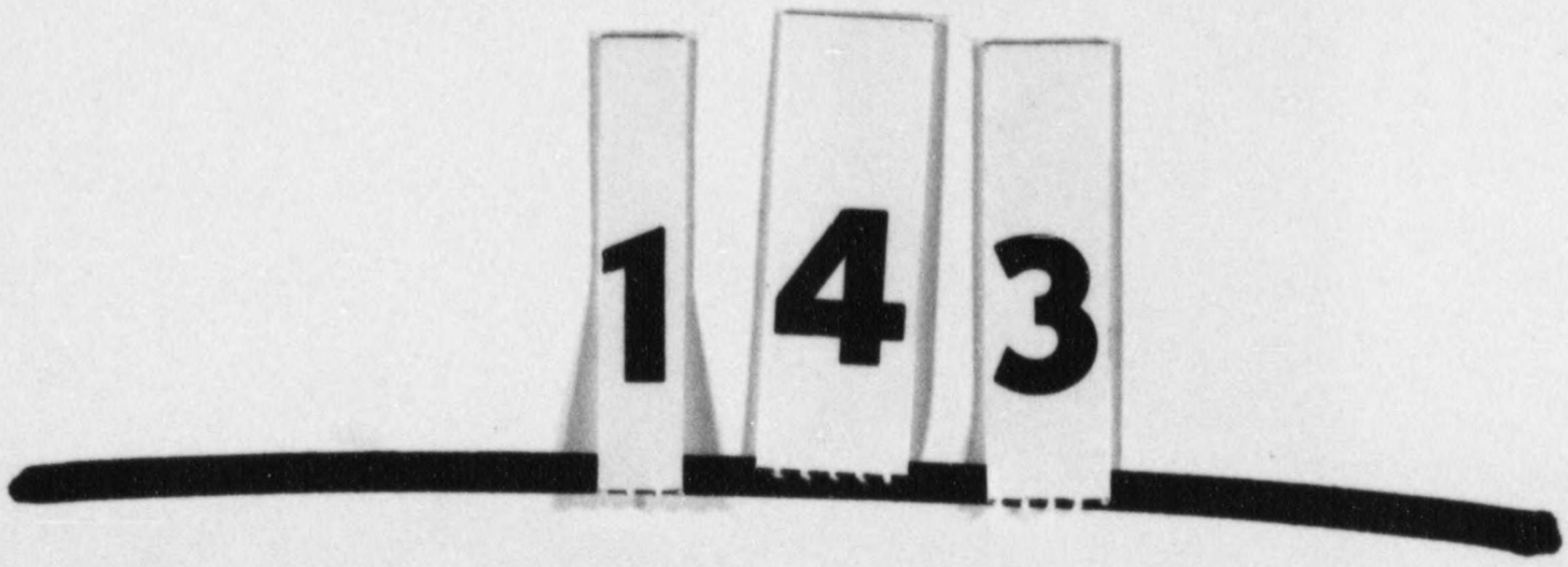

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Declassification--
General S-A

RESTRICTED

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SAB 1

28 May 1946

Pages 1 to 7

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STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

SECURITY

References:
a. OWI Reg. No. 4
b. Change No. 1 to OWI Reg. No. 4REF
c. Top Secret Control Procedure Memo. dtd March 24, 1944
d. SAB Memo. No. 9-1945

Note by the Secretary

1. On September 28, 1942 Office of War Information (OWI) Regulation No. 4 was issued to provide for uniform practice within the Goverrment regarding classified information. From time to time other security regulations were issued by the Office of the Director, Office of War Information or the Security Advisory Board, then operating under the Office of War Information.

2. With the reestablishment of the Security Advisory Board under the State-War-Navy Coordinating Committee, it is deemed advisable to reissue certain security regulations formerly promulgated by the Office of War Information. The enclosure represents merely a compilation of pertinent Office of War Information security regulations and is not in any respect a revision of those regulations. The Security Advisory Board, as presently created, contemplates eventual revision of all Office of War Information security regulations which are appropriate to peacetime conditions. Upon their completion, these revisions will be circulated to the Security Officers of nonmilitary federal departments and agencies.

3. The enclosure supersedes OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Top Secret Control Procedure Memorandum dated March 24, 1944 and Security Advisory Board Memorandum No. 9-1945, and is circulated to Security Officers as interim guidance in security matters.

4. The Security Advisory Board stands ready to offer any possible assistance in facilitating the work of the Security Officers of nonmilitary federal departments and agencies. The Secretary of the Security Advisory Board may be contacted by calling State 2428, Navy 3157, or War 79707.

M. RUTH CATLETT
Capt., WAC
Secretary

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ENCLOSURE

SECURITY

REGULATION BY THE SECURITY ADVISORY BOARD

1. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information requiring special provisions for safeguarding, as well as copies thereof obtained by any means of reproduction or transcription.

b. The term "classified information" shall designate information requring special provisions for safeguarding which is graded Top Secret, Secret, Confidential, or Restricted under one of the following definitions of such categories. Information which needs no special safeguarding shall be referred to as unclassified information.

c. Official matter requiring classification shall be examined and graded under one of the following categories:

Top Secret information is information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

Secret information is information the unauthorized disclosure of which would endanger national security, or cause serious injury to the interests or prestige of the nation or any governmental activity thereof.

Confidential information is information the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty.

Restricted information is information which should not be published or communicated to anyone except for official purposes.

2. AUTHORITY TO CLASSIFY

a. The head of each Federal agency or his designated representative shall classify information as Top Secret, Secret, Confidential or Restricted if the character of the information indicates the need for such classification.

b. The authority making the original classification or superior

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authority within the agency, may cancel or change the classification of a document or may direct such cancellation or change. It is the obligation of responsible officials to keep classified matter under constant review and to downgrade it as soon as conditions permit, notifying recipients of such action.

c. Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

3. DECLASSIFICATION

a. The authority making the original classification or superior authority within the agency may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page of the copy of record, "Classification cancelled or changed to _____," by authority of (name and position of person making change) and date thereof. All custodians and addressees shall be informed of any change in the classification of documents by letter or circular memorandum or bulletin.

b. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first consulting the other agency.

4. GRADING

a. The designation of persons responsible for grading and regrading will be made by authorities listed in para. 2a.

b. Each document, or extract therefrom, except cryptographic material, shall be graded according to its own content and not necessarily according to its relationship to another document.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

d. In transmitting a group of documents, or attachments or enclosures to a letter, each document, attachment or enclosure will carry its own independent classification or no classification, consistent with the proper safeguarding of the information contained therein.

e. A letter of transmittal or cover letter will be classified no

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lower than the highest classification of any of the enclosures. It should be noted that in some cases a letter may be deserving of a higher classification than any of its enclosures.

f. Groups of documents will be prepared for transmittal and dispatched according to the highest classification of any document in the group.

5. IDENTIFICATION OF CLASSIFIED MATERIAL

a. Classified documents, such as books or pamphlets, the pages of which are permanently and securly fastened together, shall be plainly marked or stamped Top Secret, Secret, Confidential or Restricted on the cover, title page, first page, back page, and back cover. Classified communications and other material not permanently and securely fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished persons other than those in the Federal service shall, in addition to being marked Top Secret, Secret, Confidential or Restricted, bear the following notation:

> "This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission to or the revelation of its content in any manner to an unauthorized person is prohibited by law."

6. DISSEMINATION OF CLASSIFIED INFORMATION

a. No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Except as provided by subsections 6 g and 6 h below, such information is entrusted only to those individuals in the Federal service whose official duties require such information.

b. The head of each agency, or his duly authorized representatives, shall maintain lists of persons receiving Top Secret, Secret and Confidential information within that agency.

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c. The head of each agency may, by regulation, provide for the registration of Secret or Confidential information.

d. The distribution of Top Secret information shall be held to the absolute minimum. In addition, only the minimum information in this category necessary to the proper planning and appropriate action of a subordinate branch will be released to it. Transmission of information in the Top Secret category shall be effected by direct contact wherever practicable.

e. The unnecessary dissemination of Secret information shall be avoided.

f. Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge.

g. Restricted information may be given, when for the good of the Federal service, to any person known to be in that service, provided that the consent of the originating agency is secured; but shall not be released or communicated to the public, the press, or any other agency through which information may be disseminated to the public.

h. Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

i. Classified matters shall not be discussed in personal correspondence. Top Secret, Secret, and Confidential matters shall not be discussed over the telephone. Necessary references may be made to Confidential matters over the telephone but shall be phrased so as not to disclose their confidential nature.

j. Under no circumstances will Top Secret messages or information be transmitted by electrical means in the clear. No Secret or Confidential information shall be sent in clear over leased or private wire, whether telephone, telegraph, or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U. S. Army or other appropriate authority.

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7. RESPONSIBILITY

a. Each agency shall accord to matter classified by any other agency the type and degree of care in handling that is required by the classification marked thereon. The safeguarding of classified information is the responsibility of all employees of the Federal government. Classified information shall be discussed by persons having access thereto only with other persons authorized to have access to the same information.

8. STORAGE OF CLASSIFIED INFORMATION

a. When not in use, documents or other materials containing Top Secret or Secret information shall be kept locked in the most secure files available. Unless such matter is stored in a three-combination safe or its equivalent, it will be kept in a secure room which is locked when not in use.

b. When not in use, documents or other materials containing Confidential information shall be kept in a safe or locked cabinet.

c. Documents or other materials containing Restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

d. Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents, and devices to which they apply.

e. In all agencies appointed officers shall make an inspection before the close of business to insure that all classified documents and cryptographic devices have been properly and safely put away.

9. HANDLING OF CLASSIFIED INFORMATION

a. Documents or other materials containing Top Secret, Secret, or Confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked Top Secret, Secret, or Confidential, and the outer cover shall be sealed and addressed with no notation to indicate its classification. Top Secret documents will be transmitted only by trustworthly officials designated as couriers and will be opened only by the addressee or his authorized representative. Under no circumstances will such matter be transmitted by registered mail. It is mandatory that transmission and

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custody of such matter be covered by a receipt system. Secret or Confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. The transmission and custody of Secret documents will be covered by a receipt system. The transmission and custody of Confidential documents will be covered by a receipt system only when the sender deems it necessary. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

b. Upon direction by competent authority, Top Secret, Secret or Confidential documents and registered documents will be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret or Secret documents or registered publications and submitted to the authority directing the destruction. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

c. Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulating units which will insure handling of classified information only by specially authorized employees.

d. Each agency sending or receiving Top Secret, Secret or Confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

e. It is the responsibility of the official holding the custody of classified documents to insure that all security precautions are taken to guard such documents at all times.

10. REGULATIONS TO BE ISSUED

a. The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of this regulation and shall assume responsibility for their enforcement.

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11. DISCLOSURE CONTRARY TO EXISTING INSTRUCTIONS

a. Nothing contained herein shall be construed as authorizing the relaxation of existing agency or departmental instructions concerning the disclosure of information, which may be applicable to any particular subject matter.

12. ESPIONAGE ACT

a. Attention is directed to the following extract from the Espionage Act concerning unlawful disclosure of military information through willful action or gross negligence.

> "Whoever....being entrusted with any document....relating to the national defense, willfully communicates....the same to any person not entitled to receive it, or willfully fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or through gross negligence permits the same to be removed from its proper place of custody....shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than $10,000."

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SAB 2

28 May 1946

Pages 1 to 6

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DECLASSIFICATION AND DISTRIBUTION OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memo to All Government Agencies from Office of Publication Board, 6 March 1946.

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

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E N C L O S U R E

DECLASSIFICATION AND DISTRIBUTION OF SCIENTIFIC AND TECHNICAL DATA

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 (Appendices "A & "B") require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition to such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information as defined in Executive Order No. 9604.

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same, subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

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See vertical page 2 (4 Nov '46)

b. The provisions outlined in 3a (1), (2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a, (1), (2), and (3) above or which might be forwarded to the Publication Board under provisions of para. 4 and para. 5 above, should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D.C. Receipts should be enclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the

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See revised p. 3 + NN '76

category of "scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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APPENDIX "A"

UNCLASSIFIED

June 9, 1945

EXECUTIVE ORDER

- - - 9568 - - -

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION

By virtue of the authority vested in me as President of the United States by the Constitution and Statutes, and as Commander in Chief of the Army and Navy, and in order to provide for the release for publication by individuals or groups, in so far as it may be done without prejudice to the public interest, of certain scientific and technical data now or hereafter withheld from public dissemination for the purpose of national military security, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. For the purpose of determining what portion thereof should be released for publication and making appropriate recommendations therefor to the War and Navy Departments, the Director of War Mobilization and Reconversion (hereinafter referred to as the Director) is hereby authorized to review all scientific and technical information, which (1) has been, or may hereafter be developed by, or for, or with funds of any department or agency of the Government, and (2) is now, or may hereafter be classified as secret, confidential restricted, or by other comparable designation, or otherwise withheld from the public for purposes of the national military security. This information is hereinafter referred to as scientific information.

2. All departments and agencies shall furnish the Director all information that he may request as essential to the performance of his duties under this order. Any provision of this order notwithstanding, there shall be excluded from the scope of this order any scientific information which the President shall declare to be in a closed field of information, except as the President shall subsequently remove any such information from the closed field.

3. In determining what scientific information may be released, and generally in the performance of his duties under this order, the Director shall proceed in the manner hereinafter outlined and in accordance with such procedures as may be adopted by him, utilizing such governmental and private agencies and personnel as he shall deem appropriate:

(a) Should the Director desire to recommend the release for publication of any scientific information, he shall discuss such a proposed release with the department or agency which has classified it or otherwise withheld it from the public, and with other interested agencies.

(b) Notwithstanding objection on the part of the agency which has classified or otherwise withheld information, the Director may recommend release of such information for publication to the Secretary of War or the Secretary of the Navy, whichever shall have primary interest in such information, or to both the Secretary of War and the Secretary of the Navy when they shall both have a substantial interest in such information. The decision of the Secretary of War or the Secretary of the Navy shall be final as to whether the national military security permits that the scientific information in question be released.

(c) The procedure for removing security classifications in order to effectuate the release for publication of scientific information in pursuance hereof shall be determined by the Director.

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(d) When it shall be determined that any scientific information may properly be released for publication, the Director shall take such measures as may be appropriate to effectuate the release and publication of such scientific information. In connection with such release and publication, the Director may, in so far as practicable, give, without creating substantive rights, appropriate recognition to the relative professional contribution to such information of those persons or groups of persons who perform for, or at the request of the Government, or with Government funds the research involved in the discovery or development of such information.

4. The director is authorized, in consultation with the Department of State, to deal with duly accredited representatives of those foreign governments with which exchange of classified information has taken place, in order that similar policies and procedure will be observed so far as practicable by such Governments in dealing with the subject of the declassification and publication of scientific information.

5. To assist the Director in the performance of his duties hereunder, there is hereby established an interdepartmental board to be known as the Publication Board, which shall consist of the Director as Chairman, the Attorney General, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Commerce, and the Secretary of Labor, each of whom may designate an alternate to act in his stead. The Director may from time to time designate a member of the Board as Vice Chairman of the Board. The Secretary of War, the Secretary of the Navy, the Director of the Office of War Information, the Director of the Office of Scientific Research and Development, and the Chairman of the National Advisory Committee for Aeronautics may designate one liaison officer each, who may attend the meetings and participate in the discussions of the Board. The function of the Board shall be to bring to the attention of the Director any information within the scope of this order and to advise with him concerning its release for publication.

6. To assist the Board or the Director in carrying out their respective duties, the Director may establish committees composed of civilian employees of the Government or of officers of the Army and Navy, or of both such civilians and officers.

HARRY S. TRUMAN

THE WHITE HOUSE,

June 8, 1945.

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AUGUST 27, 1945

APPENDIX "B"

EXECUTIVE ORDER
9604

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION (EXTENSION AND AMENDMENT OF EXECUTIVE ORDER NO. 9568)

By virtue of the authority vested in me by the Constitution and Statutes, as President of the United States and Commander in Chief of the Army and Navy, and in order to provide for the release and dissemination of certain scientific and industrial information heretofore or hereafter obtained from the enemy by any department or agency of this Government, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. It is the policy of this Government, subject to the requirements of national military security, that there shall be prompt, public, free and general dissemination of enemy scientific and industrial information. The expression "enemy scientific and industrial information," as used herein, is defined to comprise all information concerning scientific, industrial and technological processes, inventions, methods, devices, improvements and advances heretofore or hereafter obtained by any department or agency of this Government in enemy countries regardless of its origin, or in liberated areas, if such information is of enemy origin or has been acquired or appropriated by the enemy.

2. The scope of the authority vested in the Director of War Mobilization and Reconversion as Chairman of the Publication Board and in the Publication Board by Executive Order No. 9568 of June 8, 1945, is extended to include enemy scientific and industrial information. The procedures outlined in Executive Order No. 9568, insofar as applicable, are extended to the declassification, release and publication of enemy scientific and industrial information.

3. Nothing in this order shall be construed to limit or modify the power of the Secretary of War or the Secretary of the Navy to determine finally whether the national military security permits the release in whole or in part of enemy scientific or industrial information.

HARRY S. TRUMAN

THE WHITE HOUSE
August 25, 1945

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4 November 1946

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SAB 2

DECLASSIFICATION AND DISTRIBUTION
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Note by the Secretary

1. It has come to the attention of the Security Advisory Board that SAB 2 contains no provisions for the transfer of declassified copyrighted documents to the Publication Board. At a recent meeting, the Security Advisory Board approved the incorporation of these provisions in SAB 2.

2. Holders of SAB 2 are requested to substitute the attached pages 2 and 3 for the ones contained therein.

Ruth Catlett Barton
Secretary

DEPARTMENT OF STATE
ACQUISITION AND DISTRIBUTION
DIVISION
PROCUREMENT BRANCH
MAR 26 1947

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

b. The provisions outlined in 3a (1), (2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. A declassified document which is copyrighted in its entirety will receive a copyright clearance from the copyright owner before being forwarded to the Publication Board. Where certain portions of a declassified document only are copyrighted, a release will be requested from the owner of the copyrighted portions prior to sending it to the Publication Board. The document may be forwarded to the Publication Board at that time with a notice that the document contains copyrighted material for which a release has been requested. When the document contains copyrighted material but the copyright owner is unknown, the document may be forwarded to the Publication Board with a notice to that effect.

7. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a, (1),

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(2), and (3) above or which might be forwarded to the Publication Board under provisions of para. 4 and para. 5 above, should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D.C. Receipts should be enclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

8. It is realized that much of the classified information in the files of government agencies does not fall into the category of "scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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Commerce

March 19, 1947

MEMORANDUM FOR RECORD

Subject: Request of Clearing Office for Foreign Transactions, Department of Commerce, for ruling as to Classification of Back Documents of that Office

Mr. Hargrove, Clearing Office for Foreign Transactions, International Trade, Extension 2142, Department of Commerce, called this date to state the following problem:

That office, both while under FEA and under Commerce, had issued the Report of the Clearing Office on a classified basis. While under FEA and for awhile under Commerce, the information sent to them from War, Navy, OSS, Treasury, on which the report was based, was classified Secret or Confidential. As a result of a conference held on this matter in 1945, it was agreed that the classification of the material being sent to the Clearing Office for use in this report should be Restricted only. Since then, the Report has been issued as Restricted.

Mr. Hargrove stated that the Industrial College of the Armed Forces was now anxious to use these reports as a basis of some lectures to be given to the students there (containing some foreign element), and could use the documents if they were downgraded to Restricted. In view of the fact that many of the early reports of this office were classified Secret or Confidential, Mr. Hargrove wondered if the agreement in 1945 that all future material of this nature should be Restricted automatically downgraded the reports prior to that date to Restricted.

Since he is sending the Board a formal communication on this matter, I delayed a reply until receipt of his formal letter. In checking informally with Mr. Nickson of the Navy Department on this matter, however, he felt that all past issues of the documents could be downgraded to Restricted.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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UNCLASSIFIED
Serial No. 386

March 17, 1947

MEMORANDUM FOR Mrs. Frances Montgomery
Administrative Officer
Committee on Medical Research
Office of Scientific Research
and Development

Subject: Classification of OSRD Studies on Penicillin and General Information Thereon

1. Reference is made to our telephone conversation this date in which we discussed the question of classification of OSRD studies on penicillin.

2. I would appreciate your confirmation of your statement that there is no longer any necessity for maintaining the classifications on any of these studies. Would you also please inform me whether information of any type on this subject should presently be classified?

3. It is my understanding that no material on penicillin is to be published until the release of a monograph on this subject in June. I would appreciate information on this matter also.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

M/R - Mrs. Frances Montgomery, NWA - 4242 at 1530 P St.,N.W.

RCB:ar

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

CLASSIFIED MATERIAL RECEIPT

Decl.

DATE 3-11-47

Received from the Security Advisory Board the document (s) described below:

SAB Serial No. 374 dtd March 11, 1947

with four (4) enclosures

Geo. A Vichmann
Signature of Addressee

Signature of Addressee's Agent

(Return receipt to Secretary, Security Advisory Board, Room 711, 515 22nd Street, N.W., Washington 25, D.C.)

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

~~TOP SECRET~~
Serial No. 37

THIS DOCUMENT IS DECLASSIFIED
WHEN ATTACHMENT IS REMOVED

~~TOP SECRET~~

March 11, 1947

MEMORANDUM FOR Mr. George A. Viehman
Security Officer
United States Maritime Commission

Subject: Declassification of Documents

1. Reference is made to your letter of January 29, 1947, with which you enclosed four (4) letters for possible declassification or downgrading by the appropriate security authorities in order that they might be used by the Maritime Commission in Federal Court proceedings.

2. As previously advised by telephone, the Joint Chiefs of Staff have concurred in the declassification and release of these four (4) letters for use by the Maritime Commission in Federal Courts.

3. It is expected that you will take the necessary mechanical steps to declassify these four (4) letters, and any existing copies thereof, before their use as intended.

4. Enclosures a through d are returned herewith as requested.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

RCB:ar

~~TOP SECRET~~

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

THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C.

JOINT SECURITY CONTROL
JSC/A6-8/2
Serial 318

MAR 11 1947

MEMORANDUM FOR: Secretary, Security Advisory Board

Subject: Declassification of Documents

Reference: (a) SAB Memo, same subject, Serial 274, dated 3 February 1947, and enclosures

Enclosure: (A) Enclosures to reference (a)

1. As previously advised by telephone, the Joint Chiefs of Staff have concurred in the declassification and release for use by the Maritime Commission in Federal Court proceedings of Enclosures (a) through (d) to reference (a).

2. As requested in reference (a) the enclosures to reference (a) are returned herewith.

For Joint Security Control:

M. N. Hardesty

M. N. HARDESTY
Lt. Col., FA
Secretary

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Security Control
(Phone Conversation with Lt. Rathbun and Col. Hardesty)
DATE 3-11-47
BY Ruth C. Barlow
Secretary, SAB

TOP SECRET

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

~~TOP SECRET~~

THE JOINT CHIEFS OF STAFF

WASHINGTON 25, D. C.

JOINT SECURITY CONTROL
JSC/A6-8/2
Serial 318

MAR 11 1947

MEMORANDUM FOR: Secretary, Security Advisory Board

Subject: Declassification of Documents

Reference: (a) SAB Memo, same subject, Serial 274, dated 3 February 1947, and enclosures

Enclosure: (A) Enclosures to reference (a)

1. As previously advised by telephone, the Joint Chiefs of Staff have concurred in the declassification and release for use by the Maritime Commission in Federal Court proceedings of Enclosures (a) through (d) to reference (a).

2. As requested in reference (a) the enclosures to reference (a) are returned herewith.

For Joint Security Control:

M. N. HAMDESTY
Lt. Col., FA
Secretary

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint
Sec. Cont. DATE 3-11-47
BY Ruth C. Barton
Secretary, SAB

~~TOP SECRET~~

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

Status Card

2-28-47-

H. Rathbun says 1g4 gcs have approved this paper. Can only wait. He advises that gcs might reply directly to maritime

RoB

3-3-47-

Rathbun informed me by phone that the release had been approved - also declassification. I called Veltman. Official word to come over. RoB

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

~~TOP SECRET~~
Serial No. 071

~~TOP SECRET~~

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED

3 February 1947

MEMORANDUM FOR: Secretary, Joint Security Control
Room 2B 656, The Pentagon

Subject: Declassification of Documents

Enclosures:

a. Letter to Adm. Land from Adm. Leahy, dated 8 January 1943.

b. Memo to Adm. Leahy from Adm. Land, dated 17 February 1943.

c. Letter to Adm. Land from Adm. Leahy, dated 25 February 1943.

d. Letter to Adm. Land from Adm. Leahy, dated 9 November 1943.

1. The Maritime Commission has requested that the Security Advisory Board contact the proper security authorities regarding the possible declassification of the enclosed communications, in order that the documents may be used in a case now being prosecuted in one of the United States Federal Courts. The Security Officer of the Maritime Commission, Mr. George A. Viehman, has informed the Board that the Maritime Commission has no objection from a security standpoint to the declassification of these documents.

2. It would be appreciated if you would ascertain whether the classification of these documents can appropriately be removed at this time. In view of the fact that the case for which these documents are needed is presently in progress in the Federal Courts, any action which you could take to expedite the handling of this request will be appreciated.

3. Return of enclosures a through d is requested.

For the Security Advisory Board:

Ruth C. Barton
Secretary

~~TOP SECRET~~

RCB:ar

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

UNITED STATES MARITIME COMMISSION
WASHINGTON
25, D. C.

January 29, 1947

Mrs. Ruth Catlett Barton, Secretary
State-War-Navy Coordinating Committee
Security Advisory Board
Room 711, 515 - 22nd Street, N. W.
Washington, D. C.

Dear Mrs. Barton:

There are transmitted herewith four (4) letters as follows:

January 8, 1943	- Letter		To Admiral Land from Admiral Leahy
February 17, 1943	- Memorandum	-	For Admiral Leahy from Admiral Land
February 25, 1943	- Letter	-	To Admiral Land from Admiral Leahy
November 9, 1943	- Letter	-	To Admiral Land from Admiral Leahy

Our Legal Department has requested copies of these letters for use in connection with a case now being prosecuted in one of the United States Federal Courts.

Before the Legal Department is permitted to use these documents for general information, it will be appreciated if you will contact the proper authorities concerning the downgrading or declassification of these classified communications.

Your cooperation is appreciated.

Very truly yours,

Geo. A. Viehmann

George A. Viehmann
Security Officer

Enclosures (4)

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

[redacted]

THE JOINT CHIEFS OF STAFF
WASHINGTON

COPY

February 25, 1943

[redacted]

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff -- DATE 3-11-47
BY Ruth C. Baston
Secretary, SAB

Admiral Emory S. Land,
Chairman, U. S. Maritime Commission,
Room 4842 Department of Commerce Bldg.,
Washington, D. C.

Dear Admiral Land:

Your letter of 17 February 1943 to the Secretary of the Navy relative to the construction of thirty-two (32) small combat loaded transports (APA) and thirty-two (32) small combat loaded cargo vessels (AKA) to be built by the Maritime Commission for Navy account has been forwarded by the Secretary to the Joint Chiefs of Staff for consideration as the reply to my letter of 8 January to you relative the same subject.

Your favorable decision on this building program is very much appreciated. It is noted that you will endeavor to begin deliveries early in the calendar year of 1944. It is earnestly hoped that this can be accomplished, inasmuch as this type is considered to be a combatant type for which there is urgent need, both as replacements for current losses and for operations to come.

By copy of this letter the offices of the Navy concerned are advised of the program. I am sure the Bureau of Ships and other offices will be pleased to cooperate to the fullest extent with the Maritime Commission in arriving at the basic characteristics and the principal features of the general arrangement plans, so that the placing of orders for the main items of material, machinery, and equipment may be made at the earliest date.

The Navy Department has been requested to make provision for transfer of the necessary funds for the construction of this program unless these funds are provided directly to the Maritime Commission by the Bureau of the Budget.

Sincerely yours,

For the Joint Chiefs of Staff:

[redacted]

WILLIAM D. LEAHY,
Admiral, U. S. Navy
Chief of Staff to the
Commander in Chief of the Army and Navy.

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

COPY

THE JOINT CHIEFS OF STAFF
WASHINGTON

January 8, 1943

Admiral Emory S. Land,
Administrator, War Shipping Administration,
Room 4842 Department of Commerce Bldg.,
Washington, D. C.

Dear Admiral Land:

The Joint Chiefs of Staff desire your comments on a proposal submitted by Admiral King that arrangements be made for the production of 32 AP's and 32 AK's of the small combat loaded type, with a delivery rate of 4 AP's and 4 AK's each month starting as early as practicable in 1944. It is to be understood that this construction is to utilize materials and facilities in excess of those required for the 16,000,000 tons of merchant shipping now authorized for construction in 1943.

In submitting his recommendation, Admiral King points out that no regular building program of ships designated as combat loaded AP's or AK's has been undertaken to date. Such a program is considered essential to winning the war and is necessary because of the many unsatisfactory features of converted combat loaders.

The disadvantages of converted combat loaders are that they are too large, require excessive time for unloading, carry more troops than desired in individual combat units, concentrate troops and materials too much on the assault line, and have too much draft for use in many places where campaigns may take place. Additionally, the majority of them are single screw or have a single engine room, which means that one torpedo hit in that region completely immobilizes the ship. The compartmentation in a large number of them is unsatisfactory and practically all of them require considerable fixed ballast for satisfactory stability.

The requirements for various theaters have been carefully worked out as well as the construction that must be undertaken in order to provide replacements for expected losses. This construction should amount to the figures indicated in the opening paragraph in order to attain and maintain in service a satisfactory number of combat loaded vessels to meet the anticipated requirements of the war up to January 1945.

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff - DATE 3-11-47
BY Ruth C. Barton
Secretary

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

Admiral King has suggested that possibly because of production difficulties it might be more feasible and practicable to construct ships of the Doyen class, in which case only 27 of the combat loaded AP's and 27 of the similar type AK's would be necessary.

Sincerely yours,

For the Joint Chiefs of Staff:

/s/ William D. Leahy
WILLIAM D. LEAHY,
Admiral, U. S. Navy,
Chief of Staff to the
Commander in Chief of the Army and Navy.

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff
DATE 3-11-47
BY Ruth C. Barlow
Secretary, SWNCC

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

COPY

THE JOINT CHIEFS OF STAFF
Washington 25, D.C.

~~SECRET SECURITY~~
SECRET

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff
DATE 3-12-47
BY Ruth C. Barlow
Secretary, SAB

9 November 1943

Rear Admiral E.S. Land, Chairman
U.S. Maritime Commission
Washington, D.C.

Dear Admiral Land:

It is requested that the Maritime Commission construct 130 standard APA's and 30 standard AKA's to be completed as early as practicable in the 4th quarter of 1944.

It is appreciated that the building of these military types will unavoidably result in a considerable reduction in dry cargo tonnage and it is recommended that this reduction be held to a practicable minimum.

Examination has been made by the Joint Military Transportation Committee and the Army-Navy Petroleum Board in regard to the shipping requirements for 1944. The Maritime Commission program # 23 indicates an excess amount of tanker tonnage. It is considered desirable to reduce this tonnage to about 4,000,000 DWT.

It is noted that military types already on order are being delayed and the Joint Chiefs of Staff desire to emphasize the need for meeting delivery dates as specified in order that strategic operations may be carried out as planned.

For your information, there is enclosed herewith a copy of a letter which has been forwarded this date to the Chairman of the War Production Board.

Sincerely yours,

For the Joint Chiefs of Staff:

/s/ William D. Leahy
/t/ WILLIAM D. LEAHY
Admiral, U.S. Navy
Chief of Staff to the
Commander in Chief of the Army and Navy

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

COPY

February 17, 1943

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff DATE 3-11-47
BY Ruth C. Barlow
Secretary, SAB

~~PERSONAL AND CONFIDENTIAL~~

MEMORANDUM FOR ADMIRAL WILLIAM D. LEAHY
Chief of Staff to the Commander-in-Chief of the
Army and Navy:

Reference (a) - Your letter of January 8, 1943.

Upon receipt of reference (a) the subject matter was taken up by me with representatives of Admiral King's staff and arrangements made so that those in the Navy Department familiar with the subject could get together with Vickery and his staff so that the matter could be properly understood and preliminary arrangements made to carry out the proposal contained in reference (a).

As a result of various conferences between representatives of the Navy Department and representatives of the Maritime Commission several lines of procedure were initiated in order that adequate comments might be submitted to the Joint Chiefs of Staff with regard to the work involved, the procedure to be followed and the arrangements that would have to be made in order to bring about the desired results, namely, delivery of 4 AP's and 4 AK's each month starting as early as practicable in 1944.

Considerable preliminary work has already been done with particular reference to a suitable design for the AK's and certain steps taken with regard to the AP's, using the Doyen class as a basis. We are working closely with Bureau of Ships personnel.

While these investigations were under way and preliminary work started it became evident that various combined boards, joint boards, etc. were making studies, submitting papers and making recommendations which involved directly or indirectly the shipbuilding program of the Maritime Commission. In some of these cases no representative of the Maritime Commission was consulted and in other cases such consultations as took place came too late to permit any action on the part of the Maritime Commission or any of its representatives directly charged with the construction program of the Commission.

Subsequent information has reached the Maritime Commission through copies of documents, as well as through conferences, one of the most important of which definitely indicates that the number of designs of vessels under the cognizance of the Maritime Commission are being criticised with recommendations, definite or otherwise, that certain designs be restricted and that others be eliminated.

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

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff
DATE 3-11-47
BY RCB

Standardization is a matter of vital importance, particularly in war time, and where quantity production is imperative it can only be obtained satisfactorily through standardization involving repetitive work which is the keystone of quantity production.

An analysis of the requirements of reference (a) indicates that two new designs may be the only satisfactory way of carrying out the proposals required in this letter. The Maritime Commission is quite willing to undertake such design work of this character as may be required by the Joint Chiefs of Staff, but it does not appear that a coordinated plan of procedure is being followed if on the one hand certain designs already in being are to be deleted for the purpose of standardization and maximum production and yet on the other hand new designs are to be incorporated. It is further apparent that the Maritime Commission cannot function either satisfactorily or efficiently if its representatives are not taken into the counsels of the combined boards, joint boards, etc. where the Merchant Marine program is discussed and recommendations submitted for its modifications, alterations, etc.

It is assumed that the status of some of these matters will be determined in the near future so that those in charge of design and construction work of the Maritime Commission may proceed on a satisfactory basis in order to produce the results desired with some assurance that interferences with an approved program will not be permitted except on the basis of absolute necessity.

Both the Maritime Commission and the War Shipping Administration have directives from the highest authority for the construction program covering the calendar year 1943. The Commission's technical and construction staffs have all they can do in carrying out these directives. Nevertheless, they are perfectly willing to take on, within limits, additional burdens provided there is the essential meeting of the minds with regard to the whole program in order that all hands may be aware of the assets and liabilities which changes or modifications involve.

This is intended primarily for you and King so I suggest that you treat it accordingly for the time being.

CLASSIFICATION CANCELED
BY AUTHORITY OF Joint Chiefs of Staff
Chairman
DATE 3-11-47
BY Ruth C. Benton
Sec, SAB

ESL/iea

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

RESTRICTED
Serial No.

RESTRICTED

10 March 1947

MEMORANDUM FOR Mr. M. W. Matthews
Executive Assistant
Military Intelligence Division
Office of the Chief of Engineers

Subject: Declassification of Documents in the Possession of the Office of Defense Transportation

1. The Security Advisory Board of the State-War-Navy Coordinating Committee has been engaged in establishing a declassification program in the nonmilitary agencies of the federal government. While establishing a declassification program in the Office of Defense Transportation, it was discovered that a considerable amount of their classified files consisted of transportation studies of Army installations made under Public Law 779 (79th Congress).

2. Although the Transportation Corps of the War Department must act as the declassifying authority in this instance, it has been requested that the arm or service in the War Department affected by the transportation study in each instance be consulted before final presentation to the Transportation Corps.

3. In compliance with this request, I am submitting to you for review as to possible declassification the transportation studies together with related correspondence, concerning the following installations of interest to the Corps of Engineers: (1) Granite City Engineer Depot; (2) Marion Engineering Depot; (3) Lathrop Holding and Reconsignment Point.

4. It is realized that unclassified correspondence is likewise contained in these folders, but it is deemed advisable to retain all materials on these subjects in

RESTRICTED

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

one folder, in view of the size and extent of this project.

5. It is requested that your opinion on the advisability of declassification of the enclosed material and the folders themselves be returned to the Secretary, Security Advisory Board, Room 711, 515 22nd Street, N.W., Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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

UNCLASSIFIED
Serial No. 369

7 March 1947

MEMORANDUM FOR Office of the Chief Signal Officer
Plans and Operations Division
Plans and Intelligence Branch
Attention: Capt. Vincent Santoro
Room 4B282, The Pentagon

Subject: Declassification of Documents in the Files of the Office of Defense Transportation

1. Confirming my visit to your office this date, you are informed that the Security Advisory Board of the State-War-Navy Coordinating Committee is assisting the Office of Defense Transportation in the declassification of its records before their transmittal to the National Archives.

2. In surveying the classified records in the Office of Defense Transportation, it was discovered that a large bulk of these files consisted of transportation studies made of Army installations by officers of the Transportation Corps. The Transportation Corps has requested that I secure the opinion of the service concerned on the advisability of declassification of these documents, before final submission to the Transportation Corps.

3. It would be appreciated if your office would furnish us with the attitude of the Signal Corps toward declassification of the files relating to the Lexington Signal Depot, Lexington, Kentucky, which I left with you this date. The papers should be returned to Room 711, 515 22nd Street, N.W., when review has been completed.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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

Unclassified
Serial No. 367

March 7, 1947

MEMORANDUM FOR Mr. Verner Clapp
Director, Acquisitions Department
Library of Congress

Subject: Classification of Document

1. Reference is made to your letter of February 26, 1947, in which you requested advice as to whether a report of the American Transit Association was still classified.

2. The Security Advisory Board as an agency of the State-War-Navy Coordinating Committee is charged with the coordinating of policies and regulations on security in non-military agencies of the federal government. The Board does not consult with private firms, business or industrial associations or concerns except in instances when the work of the Board makes it necessary.

3. There is, consequently, no way by which the Security Advisory Board could determine the classification of the document in question, except by direct query to the American Transit Association. If the A.T.A. prepared this document in conjunction with a government agency, the problem would naturally be handled differently. Any additional facts in this case which would place the matter under the jurisdiction of the Security Advisory Board may, of course, be brought to our attention.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

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

THE LIBRARY OF CONGRESS
WASHINGTON 25, D. C.

ACQUISITIONS DEPARTMENT

February 26, 1947

Dear Mrs. Barton:

The Library of Congress has in its possession the classified publications of your agency listed below. These publications are being held in a special room and are made available at the present time only to duly authorized personnel of the Library of Congress and other Government agencies. As soon as these publications are declassified, they will be added to our regular collections and will be made generally available.

Please let us know whether or not these publications are still classified. Your earliest attention to this request will be deeply appreciated.

Sincerely yours,

Verner W. Clapp

Verner W. Clapp, Director
Acquisitions Department

Mrs. Ruth Catlett Barton
Security Advisory Board
Room 2027, New War Department Building
Washington, 25, D.C.

A. T. A. Committee on Blackout Problems. Report, March 31, 1942.
American Transit Association, 292 Madison Avenue, New York, N.Y.
Restricted (Statutory)

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

THE LIBRARY OF CONGRESS
WASHINGTON 25, D. C.

ACQUISITIONS DEPARTMENT

February 26, 1947

Dear Mrs. Barton:

The Library of Congress has in its possession the classified publications of your agency listed below. These publications are being held in a special room and are made available at the present time only to duly authorized personnel of the Library of Congress and other Government agencies. As soon as these publications are declassified, they will be added to our regular collections and will be made generally available.

Please let us know whether or not these publications are still classified. Your earliest attention to this request will be deeply appreciated.

Sincerely yours,

Verner W. Clapp, Director
Acquisitions Department

Mrs. Ruth Catlett Barton
Security Advisory Board
Room 2027, New War Department Building
Washington, 25, D.C.

A. T. A. Committee on Blackout Problems. Report, March 31, 1942.
American Transit Association, 292 Madison Avenue, New York, N.Y.
Restricted (Statutory)

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

SECURITY ADVISORY BOARD
MAR 5 1947

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

RESTRICTED
Serial No. 368

RESTRICTED

6 March 1947

MEMORANDUM FOR: Office of Chief of Ordnance
Room 2E368, The Pentagon
Attention: Mr. J. B. Trainor

Subject: Declassification of Documents

References: a. SAB Serial No. 280

b. Ltr ORDGA-9, O.C. 313/3324 dtd 17 February 1947

1. In reference b, permission was granted to the Security Advisory Board to declassify certain reports and studies in the files of the Office of Defense Transportation pertaining to ordnance installations, provided such studies were made during the years 1944 and 1945.

2. It is believed that this permission pertained only to ordnance plants. In order that the authority for declassification may extend to ordnance depots, proving grounds, arsenals, etc., I am enclosing the following typical files for these units for your review with the purpose of granting this overall declassification authority:

Jefferson Proving Grounds, Madison, Ind.

Portage Ordnance Depot, Ravenna, Ohio

Benicia Arsenal, California

3. Anything which you can do to expedite this decision will be appreciated.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RESTRICTED

RCB:ar

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

Unclassified
Serial No. 363

March 6, 1947

MEMORANDUM FOR Mr. John S. Lucas
Department of Agriculture
West Administration Building
Room 113
Washington 25, D.C.

Subject: Classification, Declassification, and Downgrading Procedures

Pursuant to your telephone request of March 6, 1947, to this office, enclosed herewith are forty-nine (49) copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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

~~RESTRICTED~~

Serial No. 366

~~RESTRICTED~~

THIS DOCUMENT IS DECLASSIFIED
WHEN ATTACHMENT IS REMOVED

6 March 1947

MEMORANDUM FOR Col. Lawrence L. Clayton
Downgrading Committee
Office of the Adjutant General
Room 1A909, The Pentagon

Subject: Downgrading of Documents

1. The Security Advisory Board of the State-War-Navy Coordinating Committee has been engaged in establishing a declassification program in civilian agencies of the federal government. While establishing a declassification program in the Office of Defense Transportation, it was discovered that a considerable amount of their classified files consisted of transportation studies of Army installations made under Public Law 779 (79th Congress).

2. Although the Transportation Corps of the War Department must act as the declassifying authority in this instance, they have requested that the arm or service of the War Department affected by the transportation study in each instance be consulted before final presentation to that service.

3. In compliance with this procedure, I have submitted to the various services of the War Department numerous transportation studies for determination as to present classification. In the absence of authority on studies of interest to the Army Service Forces, it has been suggested that these folders be submitted to your office for declassification of the classified material contained therein. It is realized that unclassified correspondence is likewise contained in these folders but it is deemed advisable in view of the scope of this program to retain all materials in their respective folders.

4. Since we may discover additional classified studies of this nature, made of ASF installations, would it be possible to give to the Security Advisory Board a ruling on a blanket declassification of such studies?

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

~~RESTRICTED~~

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

AR 380–5*
1–2

ARMY REGULATIONS
No. 380–5

WAR DEPARTMENT
WASHINGTON 25 D. C., 6 March 1946

SAFEGUARDING MILITARY INFORMATION

		Paragraphs
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SECTION I

GENERAL

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1. Military information.—The War Department defines military information (including intelligence) as all information primarily under the control and jurisdiction of the War Department or of primary interest to it. This meaning rests primarily on the idea of control, jurisdiction, origin, or degree of interest, rather than on substance of the information.

2. Need for classification.—Military information is of varying degrees of value to enemies and potential enemies of the United States and therefore requires corresponding degrees of protection. Official matter must be examined and, if protection is required, graded in accordance with the degree of protection

*This pamphlet supersedes AR 380–5, 15 March 1944, including C 2, 23 August 1944; C 3, 5 February 1945; C 4, 14 July 1945; section I, WD Circular 244; and paragraph 1, section I, WD Circular 298, 1945.

AGO 3182B—Mar. 684256°—46——1

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

necessary. The policies and definitions herein stated are furnished to insure accurate and uniform grading and appropriate protection of military information.

3. Definitions.—*a. Active theater of operations.*—A theater of operations in which there is organized enemy resistance.

b. Aircraft.—The term "aircraft" includes all weight-carrying devices or structures designed to be supported by the air, either by buoyance or by dynamic action.

c. Air space reservation.—An air space reservation is the air space located above an area on the surface of the land or water, designated and set apart by executive order of the President or by a State, Commonwealth, or Territory, over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes.

d. Approved circuits.—Approved circuits are electrical means of signal communication which have been approved by competent authority for the transmission of information of a secret, confidential, or restricted classification.

e. Classified military information.—Classified military information is military information which requires grading to indicate the degree of precaution necessary for its safeguarding.

f. Cryptographic material.—Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

g. Cryptographic security.—Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

h. Cryptographic system.—Code and/or cipher and instructions therefor.

i. Documents.—Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; charts, maps, relief maps, photomaps, and aerial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; recorded engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

j. Downgrading.—The lowering of classification of classified documents and material, including declassification when appropriate.

k. Engineering data.—The term "engineering data" comprises drawings, blueprints, photostats, photographs, mathematical calculations, formulas, processes, and all similar items that can be reduced to documentary form.

l. Foreign government.—The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

m. Impedimenta.—The term "impedimenta" refers to organizational equipment which accompanies troop movements.

n. Inactive theater of operations.—A theater of operations in which organized enemy resistance has ceased. Competent authority normally will announce when a theater of operations becomes inactive.

o. Matériel.—Any article, substance, or apparatus. The term "matériel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction, models that show features in whole or in part, design, mock-ups, jigs, fixtures, and dies, and all other components or accessories of military equipment.

p. Munitions of war.—Any item used for war.

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q. Numbered documents.—Any document numbered for administrative convenience but for which no short title or accounting is necessary.

r. Order of battle.—Important disposition of armed forces with the identities of the units and formations composing those forces.

s. Paraphrasing.—To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

t. Photomap.—A reproduction of a photograph or mosaic upon which grid lines, marginal data, and place names may be added.

u. Plain text, clear text, or plain language.—"Plain text," "clear text," or "plain language" is the text of a message which, on its face, conveys an intelligible meaning in any known language. Such a message is said to be sent "in the clear."

v. Registered matter (document).—Any document or device registered usually by number and periodically accounted for. See section III, Registered Documents.

w. Short title.—A short title is a designation applied to a classified document, matériel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, and if registered usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or content of the document, matériel, or device.

x. Technical information.—"Technical information" shall be deemed to include information on weapons and equipment, including instructions on maintenance and operation and any descriptive matter or components. It further includes means of manufacture, techniques, and processes of weapons and equipment, together with information pertaining to the various sciences relating to weapons and equipment and to direct and indirect measures which may be employed in warfare. Information of a strategic or tactical nature is specifically excluded from the meaning of this term as are "user" aspects such as functioning and general instructions for tactical use and employment.

y. Travel.—The term "travel" refers to the movement of an individual who is not part of a troop movement.

z. Troop movements.—The term "troop movements" applies to the moving of units.

aa. Unit.—An organized group of personnel with its authorized organizational impedimenta. Organized detachments, even though temporarily organized as such for the purpose of the movement, are considered units when organizational impedimenta is authorized for them. When a code designation such as a shipment number is assigned to a troop movement, each unit therein is normally designated by shipment number and letter.

ab. United States.—The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. *Sec. 1, Title XIII, act 15 June 1917 (40 Stat. 231; 50 U. S. C. 40; M. L., 1939, sec. 2187).*

ac. Visitor.—As used in these regulations a visitor is any person admitted to a Government or civilian establishment or area in which classified work or project is being conducted for the War Department except—

(1) A person employed on the work or project, or

(2) A person directly and officially concerned with the work or project.

4. Categories.—Official matter requiring classification shall be examined, graded, and marked top secret, secret, confidential, or restricted. Top secret is a special grading given to certain secret matter.

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5. Top secret matter.—*a. When classified top secret.*—Certain secret documents, information, and matériel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

b. The following are examples of matter which normally will be graded TOP SECRET.

(1) War plans and plans or particulars of future major or special operations.
(2) Particulars of important dispositions or impending moves of our forces or convoys in connection with (1) above.
(3) Very important political documents dealing with such matters as negotiations for alliances and the like.
(4) Certain information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or information which would imperil secret agents.
(5) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.
(6) Critical information of new and important munitions of war, including scientific and technical developments.
(7) Important particulars of cryptography and cryptanalysis.

6. Secret matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

b. The following are examples of matter which normally will be graded SECRET:

(1) Particulars of operations in progress.
(2) Plans or particulars of operations, or war plans, with necessary inclosures thereto, not included under TOP SECRET.
(3) Instructions regarding the employment of important new munitions of war.
(4) Important improvements to existing munitions of war until accepted for service use.
(5) Information relating to new matériel of the type described in *a* above.
(6) Certain information concerning specific quantities of war reserves.
(7) Certain development projects.
(8) Information of enemy or potential enemy matériel, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it.
(9) Certain reports of operations containing information of vital interest to the enemy.
(10) Vital military information on important defenses.
(11) Adverse reports on general morale affecting major operations.
(12) Important cryptographic devices and material unless assigned to a lower category.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing vulnerable points or vital installations except that such classification must be approved by either the Assistant Chief of Staff,

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G–2, War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the commanding general of a service command.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permanent defense works and naval bases, other vulnerable points or vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element of permanent defense works and naval bases.

(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign country concerned.

(*d*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of (13) above, and not by the classification of directives ordering its accomplishment.

(14) Information indicating the strength of our troops, identity or composition of units or quantity of specific items of equipment pertaining thereto in active theaters of operation except that mailing addresses will include organizational designations.

(15) Information on the order of battle of a foreign nation will be classified according to the means by which it was obtained and the importance of concealing that we possess it.

(16) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.

(17) Photographs, negatives, photostats, diagrams, or models of secret matter.

7. Confidential matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation shall be classified CONFIDENTIAL.

b. The following are examples of matter which normally will be graded CONFIDENTIAL:

(1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

(2) Routine operational and battle reports which contain information of value to the enemy but are not of vital interest to him.

(3) Routine intelligence reports.

(4) Military radio frequency allocations of special significance or those which are changed at frequent intervals for security reasons.

(5) Military call sign assignments of special significance which are changed at frequent intervals for security reasons.

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(6) Meteorological information of designated areas.
(7) Information which indicates strength of our troops, identity or composition of units or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation.
(8) Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
(9) General tactical lessons learned as a result of operations which it is desirable to withhold from any foreign nation.
(10) Regulations governing joint action of the Army and the Navy.
(11) Information relating to the design and development of new matériel and containing information of the type described in *a* above.
(12) Certain cryptographic devices and material.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing lay-out of the permanent defense works and naval bases considered vital to the defense of the United States, and those that serve to fix definitely the location of any element of such permanent defense works and naval bases, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as CONFIDENTIAL.
(*b*) In oversea possessions and foreign territory occupied by the forces of the United States, those not classified as SECRET, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign government concerned.
(*d*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(14) Technical information, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in *a* above.
(15) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs. *See sec. 5a, added to act 3 June 1916, by sec. 5, act 4 June 1920 (41 Stat. 764; 10 U. S. C. 1193; M. L., 1939, sec. 1925).*
(16) Shipments of machine prepared and manually prepared monthly personnel rosters and WD AGO, Form 303 (Report of Change) for organizations and individuals in active theaters of operation. Rosters and reports of change included in any shipment need not be individually classified.

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(17) Certain information relative to specific quantities of war reserves.
(18) Photographs, negatives, photostats, diagrams, or models of confidential matter.

8. Restricted matter.—*a.* Documents, information, or matériel (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

b. The following are examples of matter which normally will be graded RESTRICTED:

(1) Information indicating the strength of our troops, identity or composition of units, or the total quantity of specific items or equipment pertaining thereto in areas remote from active theaters of operation.
(2) Training and technical documents for official use only or not intended for release to the public.
(3) Photographs, negatives, photostats, diagrams, or models of restricted matter.
(4) Certain parts of mobilization plans and regulations.
(5) Documents relating to the design and development of new matériel containing information of the type described in *a* above.
(6) Certain procurement plans.
(7) Certain cryptographic devices and material.
(8) Certain documents regarding engineering principles and design details, composition, method of processing or assembling, which are vital to the functioning or use of an article of matériel.
(9) Certain military maps and aerial photography.
  (*a*) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered vital to the defense of the United States.
  (*b*) During times of active hostilities, photographs and negatives not otherwise classified of territory under our or enemy control in or adjacent to active theaters of operation, and of territories under our control remote from active theaters of operation.
  (*c*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(10) Compilations of permanently assigned call signs or allocations of frequencies that are individually unclassified.

9. Grading.—*a.* The designation of persons responsible for grading and regrading will be made by authorities listed in paragraph 10.

b. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from previously classified documents except messages. See paragraphs 51*c*, 56*b*, and 57*d*.

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c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein. A letter of transmittal will be graded at least as high as any of its inclosures.

d. Whenever practicable the classifying authority will place a notation on the document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or canceled without reference to the originating or higher authority.

10. Authority to classify.—*a. Top secret and secret.*—Matters may be classified as TOP SECRET or SECRET only by or by authority of the Secretary of War, the Under Secretary of War, an Assistant Secretary of War, the Chief of Staff, the Commanding General of the Army Ground Forces, the Commanding General of the Army Air Forces, the Commanding General of the Army Service Forces, an Assistant Chief of Staff of the War Department General Staff, the chief of a technical service, a general officer, the commanding officer of a depot, post, camp, station, or independent command, the commandant of a general or special service school, the chief of a military mission, a military attaché, or a military observer.

b. Confidential.—Documents, development projects, matérial, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matérial may be classified as RESTRICTED by any commissioned officer.

11. Classification of matter from other governmental agencies.—Matter obtained from the Navy Department, other governmental agency, or friendly foreign government will be placed in the same or equivalent classification category as that in which it was placed by the originating agency.

12. Dissemination of classified matter.—No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

13. One classification only.—A document or article of matériel will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of matérial will bear only one over-all classification.

14. Overclassification.—Documents or matériel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information of matériel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

15. Responsibility.—The safeguarding of classified military information is the responsibility of all military personnel, civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be disclosed only to military or civilian personnel having a legitimate interest therein.

16. Cancellation or change of classification.—*a.* The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to _____, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." This paragraph will in no way be construed as a limitation upon paragraph 54.

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b. The authority making the original classification or higher authority may cancel or change the classification of matériel by letter of instruction to all offices or personnel concerned. See paragraph 62.

c. In the case of messages which have been previously cryptographed no change in classification will be made unless the text has been carefully paraphrased or unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

d. It is the obligation of all authorities to keep classified matter of current interest or continuing value constantly under review and to down grade it as soon as conditions permit.

e. When documents of the same type which accumulate in bulk have been down graded, individual documents in the file series need not be stamped as provided in *a* above until the document is charged out of file for use. The change or cancellation of security classification will be indicated inside the file drawer.

f. Matter which has been classified solely to accord with conditions imposed by a foreign nation may be down graded or declassified with the consent of the nation concerned or the approval of the State Department.

17. Loss or subjection to compromise.—Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of top secret, secret, confidential, or registered documents, or articles of matériel, or restricted codes or ciphers will promptly report that fact to the custodian of the document or matériel who, in turn, will notify the proper commanding officer. The proper commanding officer will notify the office responsible for its issue by the fastest means available of the loss or subjection to compromise of all top secret, secret or registered items, confidential or restricted codes or ciphers, or confidential operational plans, weapons, or equipment of vital importance to current or future operations, and will then make a thorough investigation of the circumstances, fix the responsibility, and send to The Adjutant General through military channels a report with his recommendations in the case.

18. Reproduction of classified matter.—*a.* Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

b. The commandants of the general and special service schools are responsible that the printing or reproduction plants of their respective commands release no classified information to personnel or agencies not entitled thereto.

c. The Commanding Generals, Army Ground Forces, Army Air Forces, and Army Service Forces, are responsible that service magazines or journals published under their supervision comply with the provisions of these regulations relative to security of classified military information, and will submit all doubtful material for such publications to the Bureau of Public Relations for review and action before release.

d. Whenever correspondence, documents, drawings, prints, photographs or models pertaining to top secret, secret, confidential, or restricted matériel disclose information regarding engineering principles, design details, composition, methods of processing or of assembly which are vital to the manufacture, functioning, or use of the matériel, they will be appropriately classified.

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e. Preparation of press releases based on coded messages.—Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service. The clear texts of cryptographed messages will never be released verbatim but will be carefully paraphrased before being released to the public unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

f. For additional instructions relative to the discussion of military, political, diplomatic, and classified subjects, see AR 600–700 and AR 600–10.

19. Photographs or other reproductions of classified matter.—Photographs or other reproductions of classified features of military equipment or of other classified items will be made by members of the military service, by civilian employees of the War Department, or by civilians specifically authorized by proper authority to photograph or reproduce such classified matter, only when necessary in the conduct of their official duties. Agencies of the War Department may have such materials developed, printed, processed, or otherwise reproduced in commercial facilities if adequate government facilities are not available, but in such event are responsible to insure that the material is safeguarded at such facilities in accordance with the provisions of these regulations.

20. Requests for military information.—*a.* All requests from private individuals, firms, or corporations and Federal or State agencies or departments for classified military information (except those requests defined under *b* and *c* below) are subject to policies established by the Assistant Chief of Staff, G–2, War Department General Staff.

b. (1) Exchanges of classified or unclassified military information, other than technical information, with foreign nationals will be made only through or with the express permission of the Assistant Chief of Staff, G–2, War Department General Staff.

(2) Exchanges of classified or unclassified technical information with foreign nationals will be made in accordance with existing War Department instructions issued on this subject to the Commanding Generals, Army Ground Forces, Army Air Forces, and Army Service Forces.

c. Applications for information or records compiled and furnished at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs will be referred to the Under Secretary of War for necessary action. The service of any process or subpoena for the production of any such record will be reported immediately by the person on whom it is served to the United States attorney for the district in which the service is made and, at the same time, direct to the Under Secretary of War.

21. Dissemination of classified military information.—*a. Classified military information.*—When classified military information is disseminated under the provisions of these regulations to persons not subject to military law, they will be informed that it affects the national defense of the United States within the meaning of the Espionage Act and that its transmission to an unauthorized person is prohibited. See also paragraph 24b.

b. Publication of articles or books.—The inclusion of classified military information in any article or book published by a member of the Army of the United States or by a civilian employee of the Military Establishment is prohibited unless

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specifically authorized by the War Department. For additional information relative to publication of articles, see AR 310-10, AR 600-10, and AR 600-700.

c. Oral discussions of classified military information.—Either public or private discussion of classified military information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

d. Legal instrument.—The disclosure of the place of execution or acknowledgement on a legal instrument by one in or with the armed forces overseas is authorized, provided *that in wartime* the military necessity of secrecy of strength and location of troops does not require suppression of such information, such disclosure is necessary to the legality of the instrument; the execution of the instrument cannot be deferred without undue hardship, and the information disclosed will be of no substantial value to the enemy when and if it may reach him.

22. Testimony before Congress.—*a.* When a person in the military service appears before a committee of the Congress and is called upon to give testimony which he knows to be *confidential* or *restricted*, he will respectfully request that his statements be taken in executive session only and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.

b. When called upon to give testimony which he knows to be top secret or secret, unless he has previously been authorized by the Secretary of War to give such testimony, he will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate Member of Congress that a written request for the specific information should be transmitted to the Secretary of War. Testimony of a secret nature, when authorized by the Secretary of War, will be given only in executive session under the conditions cited in *a* above.

c. With regard to policies and facts which the public interest does not require to be kept top secret, secret, confidential or restricted, see AR 600-10.

23. Legislation pertaining to War Department.—*a.* Recommendations to the War Department for legislation will be classified until released by the Secretary of War. Prior to such release, no information as to any legislative recommendation will be revealed to any individual or association not under War Department control except as may be required by law.

b. The nature and content of reports of the War Department on bills referred to it by committees of the Congress will not be disclosed to individuals or agencies outside the War Department.

SECTION II

NONREGISTERED DOCUMENTS

(For handling, accounting, and disposition of registered documents see sec. III.)

	Paragraph
Marking of classified documents	24
Transmission of certain messages by electrical means	25
Handling and transmission of secret matter	26
Handling and transmission of top secret matter	27
Handling and transmission of confidential matter	28
Handling and transmission of restricted matter	29
Correspondence, receipts, and returns	30
Storage of classified documents not registered	31
Return of top secret, secret, and confidential documents	32
Destruction of classified documents	33

24. Marking of classified documents.—*a. Manner of marking.*

(1) Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspicuously

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marked or stamped, *not typed*, top secret, secret, confidential, or restricted on the cover, title page, first page, back page, and back cover.

(2) Classified communications and other material not permanently and securely fastened together, except as indicated in (3), (4), and (5) below, will be marked or stamped, *not typed*, with the appropriate classification at the top and bottom of each page. The marking at the top will be so placed that it will not be hidden from view when the pages are clipped or stapled together.

(3) Classified drawings or tracings will carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, classified photographic negatives will be marked in the same manner. Continuous cover aerial reconnaissance and mapping negatives in roll form will be marked with the appropriate classification at the beginning and ending of each roll. These and any other negatives which do not lend themselves to marking will be handled on a classified basis, and will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled. Photographs and reproductions made from negatives which do not carry a legend will be marked on the front and on the back with the appropriate classification. Classified motion picture films will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled, and in addition, will state in the title the classification thereof. Classified sound recordings will be marked with the appropriate classification if practicable. If marking of the recording is not practicable, its container will be marked.

(4) Contracts for the manufacture of classified matériel will be plainly and conspicuously marked, *not typed*, with the proper classification on the first page.

(5) Classified maps and photomaps will be appropriately marked under the scale.

b. Additional marking of classified documents issued to authorized civilians.—Documents containing classified military information furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked top secret, secret, confidential, or restricted, bear the following notation:

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U. S. C., 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

c. Special marking of top secret and secret documents.—All top secret and secret documents will show the authority for the classification, the initials of the classifying officer, and the date affixed. See paragraph 10a.

25. Transmission of certain messages by electrical means.—*a.* The highest grade cryptographic systems available will be used for the transmission of top secret and secret messages.

b. Secret, confidential, or restricted messages will not be transmitted by electrical means in the clear, except in accordance with the provisions of paragraph 58*b* (2) or over approved circuits. In time of war the War Department may

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delegate authority to approve electrical circuits for the transmission of all classifications of traffic, except top secret, to theater commanders and department commanders for use in their theaters or departments under policies prescribed by the War Department.

26. Handling and transmission of secret matter.—*a. Between offices of same headquarters or stations.*—At headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of interoffice transmission of secret documents.

b. Except as in a above, secret matter will be handled and transmitted in accordance with the following rules:

(1) *Preparation for transmission.*—Secret documents when transmitted will be inclosed in double sealed envelopes, the inner one marked secret. Typewritten matter in the document will be protected by a cover sheet, or by folding inward, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

(2) *Receipt system.*—Transmission and custody of secret documents and matériel will be covered by a receipt system.

(3) *Responsibility of officer or civilian.*—It is the responsibility of the officer or the civilian holding a position equivalent to that of a commissioned officer having custody of secret documents to ensure that all security precautions are taken to guard such documents at all times.

(4) *Secret documents.*—Secret documents will be transmitted by officially designated courier. Where officially designated courier service is not available, secret documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

c. Subject to the foregoing standards, secret documents will be transmitted by any of the following means:

(1) *Within continental United States.*

(*a*) Officially designated couriers (officer messenger or officer courier, including warrant or flight officers).

(*b*) Registered mail (including registered air mail).

(*c*) Protected commercial express, air or rail, under billing which assures the highest degree of protective handling. See also paragraph 74.

(*d*) Military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery).

(2) *Outside continental United States.*—Includes transmission of secret documents, except secret cryptographic material, from points within the continental United States to points outside the United States, and vice versa, and between points outside the continental United States.

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(*a*) Officially designated couriers (officer courier, including warrant or flight officers).

(*b*) United States Post Office registered mail through Army or Navy postal facilities, provided the documents do not pass through a foreign postal system. Secret documents may, however, be transmitted to and from United States installations in Canada by United States and Canadian registered mail, with return receipt.

(*c*) State Department diplomatic pouch. (This means will be used exclusively for transmission through or within a neutral country.)

(*d*) United States or Allied military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.) See *e* below.

(*e*) Commanding officers of United States Army transports.

(*f*) Reliable citizens of the United States (that is, officers or officials of other Government departments or masters of vessels of United States registry).

(*g*) For specific means of transmission of secret cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

d. Action upon receipt of secret matter.

(1) Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.

(2) The inner cover marked secret will be opened only by the addressee or his duly designated representative. The receipt form will be dated, signed, and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

e. Security of secret documents.—If a military aircraft carrying secret documents is forced down in enemy territory, the documents will be destroyed by burning. If not subject to burning, they will be destroyed by such other means as are necessary to render them beyond recognition. Similar action will be taken if forced down in neutral territory, if capture appears imminent. If the aircraft is forced down at sea, the documents will be sunk by the most practical method. For detailed instructions on destruction of classified documents in emergencies, reference should be made to letter on this subject issued by the War Department.

27. Handling and transmission of top secret matter.—*a.* Top secret matter will be handled in accordance with the rules given in paragraph 26b with additional safeguards as follows:

(1) Under no circumstances will top secret matter be transmitted by registered mail.

(2) Under no circumstances will top secret messages be transmitted by electrical means in the clear.

(3) It is mandatory that transmission and custody of top secret matter be covered by a receipt system.

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(4) The unnecessary dissemination of top secret information will be avoided. Only the minimum of information necessary to proper planning and appropriate action of a subordinate echelon will be released to it.

(5) The transmission of top secret information will be effected by direct contact wherever practicable.

(6) *Transmission within a headquarters.*—The method of handling and transmission of top secret matter within a headquarters commanded by an authority qualified to make a top secret classification is discretionary with the headquarters commander, except that the principles stated in (1), (2), (3), (4), and (5) above and paragraph 26b will be observed.

(7) *Transmission outside of a headquarters.*—The handling and transmission of top secret matter outside of a headquarters will be by military couriers who will be commissioned, warrant, or flight officers not acting as airplane pilots or by specially designated civilian couriers, i. e. State Department or other high Government officials, etc.

b. Receipt of top secret matter.—Commanders will appoint certain officers in their headquarters to be known as top secret control officers, who will receive and maintain a register of all top secret matter. Top secret control officers will open and deliver top secret correspondence to such individuals as must see and work on the correspondence. Persons who work on top secret matters will be kept to a minimum and will be individually warned against disclosing such matters to personnel whose duties do not require it. Top secret matter which is addressed by name on the inner envelope to a particular individual will be delivered unopened to such addressee.

28. Handling and transmission of confidential matter.—*a.* Confidential matter will be handled in accordance with the following rules:

(1) Confidential documents will be prepared for transmission in the same manner as secret documents, except that the inner cover will contain a receipt form only when the sender deems it necessary.

(2) Confidential documents, except registered, will be transmitted by approved official means.

(3) Registered confidential documents will be handled in the same manner as secret documents.

(4) It is the responsibility of the commanding officer or equivalent official having custody of confidential documents to insure that appropriate security precautions are taken at all times.

b. Subject to the foregoing standards, confidential documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*—Confidential documents will be transmitted in the same manner as secret documents, except—

(*a*) Any authorized messenger may be used instead of an officer messenger.

(*b*) Confidential documents, except registered, may be transmitted by ordinary mail when in the opinion of the forwarding officer no serious consequences will be entailed by their loss.

(2) *Outside continental United States.*—The handling and transmission of confidential documents except confidential cryptographic mate-

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rial from points within the continental United States to points outside United States, and vice versa, and between points outside the United States, will be done in the same manner as prescribed for secret documents.

(*a*) *Specific means of transmission of confidential cryptographic material.*—Reference should be made to letter instructions on this subject issued by the War Department.

(*b*) *Action upon receipt of confidential matter.*—The standards prescribed in paragraph 26d(1) will be adhered to.

(*c*) *Security of confidential documents.*—The same precautions as prescribed in paragraph 26e will be adhered to.

29. Handling and transmission of restricted matter.—*a.* Restricted matter will be handled and transmitted to provide a reasonable degree of security. Registered restricted documents will be transmitted in the same manner as secret documents.

b. Subject to the foregoing standards, restricted documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*

(*a*) Authorized messenger.

(*b*) Ordinary mail.

(*c*) Express (rail or air).

(*d*) Freight.

(2) *Outside continental United States.*—Includes transmission of restricted documents, except restricted cryptographic material, from points within the continental United States to points outside the United States and vice versa, and between points outside the continental United States.

(*a*) Vessels or aircraft of United States registry, Allied registry, or such vessels or aircraft, although not of United States or Allied registry, which are controlled and operated by the United States, provided such vessels are not subject to foreign postal inspection.

(*b*) United States Post Office registered mail through Army or Navy Postal facilities, provided the documents do not pass through a foreign postal system. Restricted documents may, however, be transmitted to and from United States installations in Canada and in Alaska through the Canadian postal system.

(*c*) State Department diplomatic pouch will be used exclusively for the transmission of restricted documents through or within a neutral country.

(*d*) For specific means of transmission of restricted cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

30. Correspondence, receipts, and returns.—Correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified documents is made by file number, date, and subject, provided the subject does not contain information which is classified. If the subject contains classified information, a short title will be used for the subject.

31. Storage of classified documents not registered.—*a. Top secret, secret, and confidential documents.*—Top secret, secret, and confidential documents, other

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than registered documents, will be stored in the most secure files available. Unless such matter is stored in a three-combination safe or an equivalent secure steel file cabinet, it will be kept in a secure room which is locked when not in use and which is approved for such purpose by the officer in charge of the building or the commanding officer of the installation. Such approval will not be construed as relieving the officer concerned of any responsibility. If the foregoing safeguards are not available, the documents will be kept under armed guard when not in use.

b. Storage of restricted documents.—Restricted documents will be stored and handled in such a manner as to insure a reasonable degree of security.

c. Daily inspection.—All holders will make a daily inspection to insure that all classified documents are properly stored and that all cryptographic documents and devices are properly accounted for and properly stored.

d. Security in field.—In tactical operations, actual or simulated, the commanding officer of the unit concerned is responsible that all documents are given the maximum security possible under the circumstances. Classified documents will not be taken further forward in combat areas than is absolutely necessary. No secret cryptographic document will be taken forward of battalion command post. Field commanders will include instructions in standard operating procedures for the emergency destruction of TOP SECRET, SECRET, and CONFIDENTIAL documents when capture is imminent.

e. Security aboard ship.—Where a ship's strong room is available, classified documents in transit will be stored therein.

32. Return of top secret, secret, and confidential documents.—*a.* Upon change of station or separation from the military service, an officer will return to the source from which received, or otherwise properly account for, all top secret, secret, and confidential documents which have been issued to him.

b. Restricted documents, if nonregistered, may be disposed of at the discretion of the officer.

33. Destruction of classified documents.—*a. Top secret, secret, confidential, and registered restricted documents.*

(1) When destruction is authorized, (see AR 15-15 and TM 12-259) top secret, secret, or confidential documents and registered restricted documents will be burned by the custodian thereof in the presence of a disinterested officer. When destroying cryptographic material, it is not necessary for the witnessing officer to be cleared for cryptographic duties, provided his inspection is limited to the cover page to verify the short title and register number. A certificate of destruction will be signed by both the custodian and the witnessing officer in the case of top secret or secret documents and submitted to the officer directing the destruction. If a registered confidential or registered restricted document is destroyed, a certificate of destruction will be similarly prepared. Certificates of destruction of all registered documents will be sent to the officer directing the destruction, who will forward them to the office of record indicated in the registered documents. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the War Department.

(2) Preliminary draft, carbon sheets, plates, stencils, stenographic notes, and work sheets containing top secret, secret or confidential data will be destroyed by the person responsible for their production

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immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them.

b. Restricted documents.—Restricted documents will be destroyed in any way which will render them useless.

SECTION III

REGISTERED DOCUMENTS

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34. Definition and identification.—*a.* A registered document is a top secret, secret or confidential document, or a restricted cryptographic document, or device, carrying a register number, a short title, and instructions to account for it periodically. A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purpose only, and for which no accounting is required. In the absence of markings required above, the document will not be reported upon.

b. Documents will be registered only if it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. Officers authorized to originate and issue top secret, secret, or confidential documents and restricted cryptographic documents will designate as registered only such documents as they deem necessary in the interest of national defense.

35. Office of record.—The office of record is the office to which reports of possession, transfer, and destruction on registered documents are sent. It is not necessarily the office of origin.

36. Title page.—The title page or inside front cover of a registered document will state that it is a registered document, will show the register number, both the long and short title, the office of origin, also the office of record to which returns will be made, and instructions covering the returns for its accounting, and for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering the disposal of the obsolete document. If any accountable document consists of more than one volume, each volume will bear a separate short title. If the above is not practicable, the required data will accompany the registered document on a separate sheet.

37. Additional markings.—Each registered document issued after 1 January 1946 will be marked "Registered Document," on the front cover. For the manner of marking the classification of registered documents, see paragraph 24. For the authority to classify, see paragraph 10.

38. Correspondence and reports.—All references to registered documents in possession or transfer reports, ordinary reports of destruction, or unclassified

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documents or correspondence will be by register number, date, and short title only and such reports or correspondence need not be classified. In using a short title, every symbol of the short title will be included. Any correspondence or paper which refers to a registered document by a title other than the short title will be assigned a minimum classification of restricted, if the reference discloses that the document is registered.

39. Handling and transmission.—Top secret registered documents will be handled in accordance with the provisions of paragraphs 26*b* and 27. Secret, confidential and restricted registered documents will be handled in accordance with paragraph 26.

40. Storage of registered documents.—*a.* Registered documents will be stored in the most secure space or file available, preferably the equivalent of a three-combination safe. If a three-combination safe or its equivalent is not available, then the document should be kept constantly under armed guard. Field lock safes in continuous custody of military personnel will be considered the equivalent of three-combination safes for the storage of registered documents for units serving in the field outside of posts and garrisons.

b. Only commissioned officers, warrant officers, and specially trusted enlisted men and civilian employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.

c. Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

d. Cryptographic documents so far as practicable, cipher tables, alphabets, and keys will not be kept in the same container as classified code books, documents, and devices to which they apply.

41. Revision or reproduction.—*a.* A new or revised edition of an old registered document may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

b. Reproduction of a registered document in whole or in part is forbidden except by authority of the office of origin. When authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition, the office or record will be notified.

42. Notification of change of classification.—When the classification of a registered document is changed, the office of record will notify all offices to which it has been issued.

43. Inventory and report of possession.—*a.* Custodians will keep a complete inventory of all registered documents except those listed in *c* below and will make, or have made, on 30 June and 31 December of each year, an accurate return therefor to the proper office of record. See paragraph 35 for definition of office of record.

b. In making a semiannual report of possession the following details will be observed:

(1) Each item will be physically inspected and its register number checked against the inventory.

(2) At headquarters having two or more commissioned officers the custodian and one disinterested officer will make the inventory and both will sign the report. If the headquarters has only one commissioned officer, the report will so state.

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c. No semiannual report of possession will be made of—

(1) Registered documents which have been issued, subsequently destroyed and a destruction report rendered thereon within a single semiannual report period.

(2) Registered documents which have been placed in custody or storage for historical purposes with the expressed approval of the office of record.

d. Whenever a registered document is discovered which is not charged to the finder, and the custodian thereof cannot be located, the proper office of record will be notified immediately. The document will be properly safeguarded until disposition instructions are received from the office of record.

e. Holder of naval registered documents will make semiannual report to the appropriate Army office of record.

44. Report of transfer and destruction.—*a.* When a registered document is transferred from one person to another, or if the custodian remains the same but the organization's designation changes, a certificate of transfer in triplicate will be made. The certificate will be signed by the transferring officer, and will be dated and signed by the officer acknowledging receipt. If the receiving officer is a newly appointed custodian, that officer will have his name, grade, and Army serial number typed below his signature on the initial report submitted to the office of record.

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded direct to the office of origin. A copy of the certificate of transfer will be retained by each of the officers concerned.

c. Whenever a registered document is removed from its proper place of custody and issued for temporary use to another person in the same headquarters, the custodian will require a written receipt. No report of such transaction will be made to the office of record.

d. Registered documents will not be accounted for as prescribed for ordinary property in AR 35-6520. The forms described in paragraph 45 will be used in lieu of shipping tickets, memorandum receipts, stock record cards, etc.

e. The issuing authority normally designates when registered documents will be destroyed and upon such notification registered documents will be destroyed as indicated in paragraph 33 and report of destruction forwarded.

45. Prescribed forms.—*a.* War Department Form 32 (Record Card—Registered Documents or Devices), or similar form, will be used for recording all temporary transactions involving an individual registered document.

b. War Department Form 33 (Record Card (for Registered Documents or Devices—Station)), or similar form, will be used by each officer making a consolidated record of all transactions concerning registered documents. It serves as a check to prevent the undiscovered loss of the individual card, WD Form 32, or similar form.

c. War Department Form 34 (Transfer Report of Registered Document (or Devices)) will be used in issuing or transferring registered documents or devices.

d. War Department Form 34a (Semiannual Report of Registered Documents (or Devices)) will be used in reporting a semiannual inventory of registered documents or devices.

e. Other forms authorized by separate branches for special purposes such as report of destruction will be employed where applicable.

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46. Disposition or destruction of registered cryptographic material.—*a.* Whenever a person who has been issued registered secret, confidential, or restricted codes, ciphers, cipher devices, or documents pertaining thereto, has no further need for them, he will report that fact to the Chief, Army Security Agency or in the case of the field forces in time of war to the signal officer of the headquarters charged with the issue of such documents.

b. When it has become highly probable that cryptographic material will be subject to loss or compromise, all documents and translations of messages will be destroyed by burning, and the cipher machines or devices will be destroyed beyond use or repair, and if possible, beyond recognition.

SECTION IV

CRYPTOGRAPHIC SECURITY

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47. Authorization of cryptographic systems.—All codes, ciphers, and cipher devices intended for use in the military service will be authorized only by the War Department. For forces in the field in time of war, this authority may be delegated to theater commanders and to oversea department commanders for special use within their theaters or departments.

48. Restrictions on use of authorized codes.—*a.* The use of any authorized code, cipher system, or cipher device for cryptographing personal messages is forbidden.

b. Messages for other departments of the Government and for commercial firms engaged in producing war material under Government contract may, when necessary, be cryptographed in War Department systems provided the text as supplied by the other Government department, *except the Navy Department*, or firm is paraphrased, without being referred to the originator, prior to transmission and also prior to delivery to an agency outside the Military Establishment, except as provided in instructions pertaining to cryptographic systems issued by the War Department.

49. Personnel authorized to perform cryptographic duties.—*a. General.*—No authorized cryptographic system will be employed by any person who is not thoroughly familiar with the provisions of these regulations and all instructions pertaining to the cryptographic system to be employed.

b. Classified messages.—The cryptographing and decryptographing of messages classified as top secret, secret, confidential or restricted will be performed under the supervision of a commissioned officer, but not necessarily in the immediate presence of such officer. For the specific qualifications of personnel who may be permitted actually to perform cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

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50. Responsibility for security.—*a.* At each headquarters holding cryptographic material the commander will be responsible for all measures necessary to insure cryptographic security and physical security of cryptographic material. He will appoint a commissioned officer, properly cleared in accordance with War Department letter of instructions; as cryptographic security officer. At a headquarters where a message center is maintained, the cryptographic security officer will ordinarily be the officer in charge of the message center. The cryptographic security officer will be the custodian of cryptographic material and will represent the commander in all cryptographic security matters and all matters relating to the physical security of cryptographic material. It is the responsibility of the commander to make, or cause to be made by a commissioned officer cleared for cryptographic duties, other than the cryptographic security officer, a thorough periodic check to ascertain that cryptographic material is being properly handled and accounted for and that all directives pertaining to cryptographic operations are being strictly observed.

b. If the cryptographic security officer believes that, in view of his knowledge of other messages on the same or like subject, a message has been incorrectly classified, or if he believes that the regulations governing the drafting and classifying of the message have been violated, he will request the originator to make the necessary change in the message or in its classification. If the originator does not comply with the request of the cryptographic security officer, the matter will be referred to the commanding officer of the headquarters concerned for final decision.

51. Precautions necessary to insure cryptographic security.—In order to insure cryptographic security the following principles must be observed:

a. Cryptographic material will be given the most secure storage available and will never be left unattended except when locked in a three-combination safe or its equivalent. See also paragraph 31*c* in this connection. At a headquarters not maintaining a message center the files of literal plain text messages and of cryptograms must be stored in different locked containers. The literal plain text copies of messages must be stored in a three combination lock safe or its equivalent.

b. Classified messages must be carefully drafted. The originator of a classified message is responsible for strict compliance with the provisions of paragraph 53.

c. The classification of messages must receive careful consideration by the originator, since overclassification and underclassification are equally to be avoided. Each message will be classified according to its contents in compliance with existing rules governing the classification of information (see pars. 11 and 13 to 17 incl.), subject to the modifications in *d* and *e* below.

d. Each message making a direct reference to a classified message by subject matter or reference number will be classified at least RESTRICTED except for a mere acknowledgment or as provided in *e* below.

e. One or more of the following italicized words may be used to make a plain language reply to a classified message the address of which is transmitted in the clear, provided the plain language reply consists only of a reference to the date-time group (which is transmitted in the clear) of the classified message and one or more of the following italicized words:

(1) *AFFIRMATIVE*, means "yes," "permission granted," "granted," "authorized," "concur," "approved," "recommend approval," "action completed," and equivalent expressions.

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(2) *NEGATIVE*, means "no," "permission not granted," "not granted," "not authorized," "do not concur," "not approved," "do not recommend approval," "recommend disapproval," "action not completed," and similar expressions.

(3) *INTERROGATORY*, means "question," "I do not understand," "need more information," "meaning not clear," and similar expressions.

(4) *COMPLY*, includes "will comply," "have complied," or "you are to comply," according to the contents of the message to which it refers.

(5) *LETTER*, includes the meanings "letter follows," "replying by letter," "by letter," and "reply by letter."

(6) *ACKNOWLEDGED*, means message has been received.

f. The selection of the proper cryptographic system is a responsibility of the cryptographic security officer or the custodian of cryptographic material where there is no cryptographic security officer. He should be governed by the provisions of paragraph 54.

g. If time and availability of personnel permit, the cryptographed text of messages should be checked prior to transmission. The check should determine that the instructions governing the system employed are carefully followed. Particular care must be taken to assure that no plain text appears in the body of the message.

h. The handling and filing of both plain and cryptographed text should conform to the procedure described in paragraphs 56 to 60 inclusive.

i. Paraphrasing is resorted to as a protection to the cryptographic system and will not warrant loose handling of classified messages. Paraphrasing is to be employed when—

(1) The content of previously cryptographed messages is released to the public or given a wide distribution within the Army.

(2) It is necessary to send in cryptographic form—

(*a*) All or portions of a message previously transmitted in plain text.

(*b*) Extracts from publications, regulations, or instructions.

(3) It is necessary to transmit in plain text all or portions of a message previously sent in cryptographic form.

(4) A classified message is recryptographed in a different cryptographic system.

(5) A classified message is recryptographed in the same system.

Exceptions to the necessity for paraphrasing may be granted only in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

j. When it is necessary to indicate in the text of a classified message information as to the ultimate addressee or the signature of the writer, such information will be buried within the text of the message before cryptographing and will not appear either at the beginning or at the ending of the message.

52. **Responsibility for classification of messages.**—*a.* Within the limitations prescribed in paragraph 58*b* the originator of a message is responsible that the classification given to it conforms to the definition given in paragraphs 5, 6, 7, and 8. He is also responsible for the proper marking of the message before forwarding it for transmission.

b. A message will be marked top secret, seeret, confidential, restricted, or unclassified in accordance with its contents, except as prescribed in paragraph 58b (2).

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53. Drafting messages.—*a.* Routine reports and messages which must be given a wide distribution, or the contents of which have been or may eventually be furnished the press, or which contain extracts or quotations from a newspaper, magazine, or any other document available to the public, will if possible be prepared so as to permit their transmission in the clear or will be cryptographed in special systems which permit the handling of the plain texts of the messages as correspondence of similar classification, otherwise, such reports and messages will be paraphrased in accordance with *d* below.

b. Standardization of the content and form of such documents as field orders and operation instructions is necessary, but when fixed expressions are repeated in a message, cryptographic security is greatly endangered. Hence stereotyped phraseology and set form of expression, especially at the beginning or ending of a message which is to be cryptographed will not be used. A list of words considered universally to be stereotyped is furnished by the War Department. Except as specifically provided for in certain cryptographic systems, or as specifically authorized by the War Department, the use of dummy letters or irrelevant text as "padding" for the purpose of concealing stereotypic phraseology is prohibited. Personnel concerned with the drafting of classified messages will guard against repeated use of the same words or phrases.

c. Words not important to the sense will be omitted. Conjunctions, prepositions, and punctuation marks will be reduced to a minimum. Unless it is known that a message will be sent in clear text over an approved circuit or in a cryptographic system capable of enciphering punctuation marks as such, all punctuation marks included in the body of the message will be spelled either in full or abbreviated form. In similar circumstances, numbers will be also spelled out.

d. Except when it is known that a classified message will be sent in clear text over an approved circuit or in a cryptographic system not requiring the protection afforded by paraphrasing, the originator of all classified messages will paraphrase such portions as are quoted from—

(1) A message in clear text.
(2) A message in the same or another cryptographic system.
(3) A newspaper, magazine, or document.

54. Selection of cryptographic system.—*a.* Cryptographic systems are supplied for handling messages of all classifications. All classified messages except those transmitted in accordance with the provisions of paragraph 25*b* and paragraph 58*b*(2) will be transmitted in cryptographed form, unless specific exception is made by the War Department.

b. Selection of the cryptographic system to be employed for the cryptographing of a message will be based on the following considerations:

(1) A system authorized for the particular type and classification of message will be used.
(2) Where all addressees can be reached by the same system, the least widely held system available will be used, unless a definite operational advantage will be gained by using a more rapid system for one or more of the addresses. Where all addressees cannot be reached by the same system, the same principle will be applied to the extent permitted by the available systems. Cryptographing of the same or related subject matter in different systems should be kept to a minimum. Headquarters or commands in frequent communication should normally use the same system for exchange of the same type of messages.

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c. The determination of the need for paraphrased versions is a function of the cryptographic security officer who may require the assistance of the originator of the message in the preparation of the necessary paraphrases. Where practicable, the cryptographic security officer will furnish copies of the paraphrased versions to the originator, except as noted in paragraph 48*b*.

55. Paraphrasing messages.—*a.* In paraphrasing, it is not sufficient to paraphrase only the beginning or ending of the message. The entire message will be subjected to the process.

b. When paraphrasing must be employed, all of the following processes will be applied to the message:

(1) Changing the sequence of the paragraphs.
(2) Changing the sequence of the sentences in each paragraph.
(3) Shifting the positions of the subject, predicate, and modifiers in each sentence.
(4) Changing from active to passive voice or vice versa.
(5) Substituting synonyms or equivalent expressions.
(6) Changing the length of the paraphrased version of the message in order that the final cipher text will not resemble the original cipher text with respect to length.

c. A paraphrase of a message normally will be accorded the same classification as the original message.

56. Method of handling outgoing secret messages.—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. Except as noted in *c* below or as authorized in accordance with the instructions pertaining to certain cryptographic systems issued by the War Department, the originator will prepare and number all copies of secret messages, send the original to the message center, and may retain, when security is not imperiled thereby, one copy for temporary file. Other carbon copies, all numbered and bearing the following notation, may be sent to local officers directly concerned:

The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to the originator without delay.

All such copies will be carefully accounted for by the originator and will be destroyed when returned. The copy in the temporary file will also be destroyed upon determination that the message has been correctly dispatched.

c. Messages pertaining to tactical operations, simulated or actual, may be prepared in triplicate. One carbon may be retained by the originator and the original and one carbon delivered to the message center.

d. The original plain-text copy sent to the message center by the originator will be cryptographed at the cryptographic section of the message center The number of copies of the cryptographed message will be kept at a minimum commensurate with the necessity for furnishing copies to the various transmission agencies. All work sheets used in cryptographing the message will be destroyed by burning. The placing on the original plain-text copy of any marks or notations to indicate the steps following in cryptographing the message, such as underlying, key words, indicating groupings corresponding to lengths of columns of keys, etc. is forbidden. All copies of cryptographed messages retained by transmitting agencies will be safeguarded so as not to fall into unauthorized hands.

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e. The original copy of the literal plain text will be marked SENT (date) and returned to the originator who will place it in his secret file for outgoing messages and destroy the retained copy by burning.

f. The transmitting agency will send the cryptographed message, retaining at least one copy in its file of outgoing messages for final disposition in accordance with local regulations.

g. When certain cryptographic systems are used in which no copy of the cipher text is available, if copy of the plain text may be retained by the message center for file.

h. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a* (2) and (3).

57. Method of handling incoming secret messages.—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. The original copy of an incoming cryptographed message as made by the receiving operator will go to the cryptographic section of the message center. A duplicate copy may be made by the receiving operator for the files of the receiving station or message center, where it will be disposed of in accordance with local regulations.

c. A cryptographer will decryptograph the message, making only one copy of the decryptographed literal plain text, which will be marked SECRET and delivered to the addressee. The cryptographed version will be retained in the files of the message center, where it will be disposed of in accordance with local regulations. All work sheets used in decryptographing will be destroyed by burning. The cryptographic section will not retain any copy of the plain text for its files, except as provided in paragraph 56*g*. The placing on the message blank of any marks or notations to indicate the steps followed in decryptographing the message, such as underlining, key words, indicating groupings corresponding to lengths of columns of key, etc., is forbidden.

d. Except where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department, the addressee may make and circulate only a limited number of literal copies for the information of other officers directly concerned. These carbon copies will all be numbered and bear the following notation:

> The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to _____ without delay.

All such information copies will be carefully accounted for by the addressee and will be destroyed when returned.

e. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a*(3).

58. Method of handling outgoing and incoming confidential messages.—*a. Procedure.*—The procedure to be followed in the handling of messages in confidential codes or ciphers will be substantially the same as that prescribed for those transmitted in secret code or cipher, except within the War Department, in which the procedure will be as determined by the Chief of Staff. They will, however, be marked and safeguarded in accordance with provisions of these regulations governing confidential documents.

b. In tactical operations, simulated or actual.

(1) All messages not classified secret will be regarded as confidential but need not be so marked. All wire and radio messages except those noted in (2) below will be transmitted in cryptographic form.

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(2) When the information to be transmitted, if intercepted by the enemy, cannot be acted upon in time to influence the situation in question and time cannot be spared for cryptographing, the commanding officer or his authorized representative may order the transmission of a message in plain language by a radio station serving his headquarters or command. Such written messages will be marked SEND IN CLEAR over the signature of the commander or his authorized representative.

59. Method of handling restricted messages.—The procedure to be followed in the handling of messages in restricted codes and ciphers will be substantially the same as that prescribed for those in confidential code or cipher.

60. Transmission of literal plain text and paraphrased versions of classified messages.—*a.* The sending by any means whatsoever of the literal plain text of a message which has been or will be transmitted in cryptographed form is strictly prohibited except as stated below:

(1) Authorized specifically by the War Department.
(2) Authorized local distribution within a headquarters by messenger.
(3) In exceptional cases, when necessary in the performance of his duties, an authorized person may carry the literal plain text of a classified message provided the security requirements pertaining to the transmission of classified material are observed.
(4) Where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

b. In cases of emergency or necessity paraphrased versions of the plain text of a cryptographed message will be sent—

(1) In accordance with the provisions of paragraphs 51i and 55c.
(2) In accordance with the provisions of paragraph 26 as applied to secret cryptographic material.
(3) When it is necessary to send between headquarters by mail or courier a paraphrased copy of a message which has been or will be cryptographed, copy will be marked or stamped "This is a paraphrase."

SECTION V

MATÉRIEL

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61. Authority to classify.—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine

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that the maintenance of any degree of secrecy regarding them is sufficiently important to the national defense, he will classify it as top secret, secret, confidential or restricted.

62. **Notification of classification or reclassification.**—Whenever the chief of a technical service in charge of a research project, design, development, test, or production of a unit of matériel or component thereof shall determine that matériel of interest to other commands should remain classified after issue or that a change or cancellation of classification is desired, he will notify The Adjutant General, who in turn will inform all concerned.

63. **Responsibility for safeguarding technical information.**—*a.* Chiefs of technical services engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified matériel are responsible for the promulgation of such additional instructions as may be required for the safeguarding of information in the offices, establishments, laboratories, shops, or Army posts under their jurisdiction.

b. All top secret, confidential, or restricted models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

64. **Classification of information from commercial firms.**—Information obtained from civilian manufacturers concerning proprietary processes will be classified as confidential unless otherwise authorized by the firm concerned.

65. **Dissemination of classified technical information.**—Classified information concerning technical projects or developments may be imparted only to those individuals whose official duties require such knowledge or possession, and to accredited representatives of foreign nations in accordance with the provisions of paragraph 20*b*.

66. **Destruction of classified matériel.**—*a. Authority to direct.*—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that their destruction is necessary to safeguard information thereof, he will issue the necessary directive.

b. Procedure in destruction of classified matériel.—When destruction of classified matériel has been directed—

(1) The custodian thereof will remove all components of a classified nature and destroy them by burning or by mutilation in the presence of a disinterested officer. The balance of the matériel will then be processed in accordance with existing regulations for the disposition of unserviceable property, or for salvage.

(2) If the above is not practicable, the custodian will destroy the entire article of matériel by burning or by mutilation in the presence of a disinterested officer.

(3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the headquarters has only one commissioned officer, the report will so state. Exception hereto may be authorized only by the War Department.

67. **Invitations for bids and contracts.**—*a.* Prior to furnishing a prospective bidder, subbidder, contractor, or subcontractor with drawings, specifications, or

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other pertinent information concerning any project or projects of a top secret, secret, confidential, or restricted nature and annually thereafter so long as such documents, etc., are in his custody, clearance will be obtained in accordance with separate letter instructions and a general secrecy agreement reading substantially as follows will be signed by the individual or by a responsible officer on behalf of the firm or corporation concerned:

In consideration of the receipt of drawings, specifications, and accompanying inclosures, models, or matériel, and information disclosed orally, concerning projects of a top secret, secret, confidential, or restricted nature, delivered to the undersigned prior to or coincident with the date of this agreement and listed on Exhibit A which is attached hereto and made a part hereof, or to be issued to the undersigned subsequent to the date of this agreement, the following terms are agreed to by or on behalf of the undersigned individual, firm, or corporation, and any and all representatives, agents, employees, or subbidders or subcontractors thereof:

1. The undersigned will neither supply nor disclose any information regarding the drawings, specifications, and accompanying inclosures or models or matériel, or information disclosed orally, referred to herein to any unauthorized person, or incorporate in other projects special features of design or construction peculiar to such drawings, specifications, and accompanying inclosures, or models or matériel, or information disclosed orally.

2. (*a*) The undersigned will *not permit any alien* employed or to be employed by the undersigned or by any subbidder or subcontractor to have access to the drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to engineering principles, compositions, subassemblies, or assemblies which are vital to the functioning or use of the article or to the work under any contract for the production thereof, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

(*b*) If the project or projects bear a top secret or secret classification, the undersigned will *not permit any individual* to have access to the top secret or secret drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to the top secret or secret engineering principles, compositions, assemblies, or subassemblies, or to work under any contract for the production of such top secret or secret items, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

3. The undersigned will not make or permit to be made reproductions of the drawings, specifications, and accompanying inclosures, or of the models or matériel, except as specifically authorized by the contracting officer or his duly authorized representative. If reproduction of any drawings, specifications, and accompanying papers, or of models or matériel, is authorized, the undersigned will promptly submit the product obtained to the contracting officer or his duly authorized representative for censorship or such other action as he may deem necessary.

4. If a bid is not submitted on a project of a top secret, secret, confidential, or restricted nature as to which classified drawings, specifications, and accompanying inclosures, and models or matériel have been issued to the undersigned, or if a bid is made and not accepted, or in case award is made, upon the completion of the contract, the undersigned will promptly return by hand, by registered mail, or by insured express, such drawings, specifications, and accompanying papers, or models or matériel, together with all copies thereof, to the office from which the original copies were received. Registered mail or insured express will not be used in returning top secret matter.

5. (*a*) The undersigned agrees to bring or cause to be brought to the attention of all persons engaged in the preparation of the bid, whether submitted or not, including subbidders and their employees, the following provisions of law:

Espionage Act: Subparagraphs (d) and (e), sec. 1, act 15 June 1917 (40 Stat. 217); sec. 1, act 28 March 1940 (54 Stat. 79; 50 U. S. C. 31; M. L., 1939, Supp. I, sec. 2181).

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Sec. 1, act 12 January 1938 (52 Stat. 3; 50 U. S. C. 45; M. L., 1939, sec. 2187a), and E. O. 8381, 22 March 1940; 5 F. R. 1147; 50 U. S. C. 45; M. L., 1939, Supp. I, sec. 2187a.

Second War Powers Act, 1942, sec. 1402, 1403, act 27 March 1942 (Public Law 507—77th Cong.), as extended by act 20 December 1944 (58 Stat. 827; 50 U. S. C. Supp. IV, sec. 645).

(*b*) If the successful bidder on any project, the undersigned agrees also to bring or cause to be brought to the attention of all persons engaged in the performance of the contract, including persons employed on subcontracts, the provisions of the law enumerated in (*a*) above.

6. The undersigned further agrees that no information in connection with any confidential or restricted project will be given to any person not in the contractor's or subcontractor's employ except upon the written consent beforehand of the contracting officer or his duly authorized representative.

b. The execution of the general secrecy agreement required in *a* above with any individual, firm, or corporation whether it be the prime contractor or subcontractor, prior to the delivery of any classified military information, and the annual secrecy agreements executed thereafter, will constitute authority for delivery to such individual, firm, or corporation from time to time of other or additional classified information pertaining to any top secret, secret, confidential, or restricted project, without the necessity of executing a specific secrecy agreement in each case. A receipt substantially as follows will be obtained when the additional classified data are submitted to those who have entered into such agreement:

Receipts is acknowledged of _____ and it is recognized that these data are classified and come within the purview of the secrecy agreement signed by _____ on _____.

c. If the project(s) or contract(s) bear a top secret or secret classification, two copies of the executed secrecy agreement or agreements and two copies of each annual secrecy agreement executed thereafter will be transmitted promptly by the procuring agency to the commanding general of the service command within the geographical limits of which the work will be, or may be, performed. The commanding general of the service command will retain one copy and forward one copy to the Provost Marshal General.

d. It is the responsibility of each representative of the War Department who invites bids in connection with a project or projects of a top secret or secret classification, to transmit promptly the following information in duplicate to the commanding general of the service command within the geographical limits of which the work will be, or may be, performed:

(1) The name and address of each prospective bidder or subbidder.
(2) The address; full first and last names and middle initial; date and place of birth, of each officer and director and of all persons who will have access to the top secret and secret material.
(3) The location of the facility at which the work involved will be, or may be, performed.
(4) The date of invitation for bids.

e. It is the responsibility of each representative of the War Department who enters into a contract classified as top secret or secret, to transmit promptly the following additional information in duplicate to the commanding general of the service command within the geographical limits of which the work will be, or may be, performed:

(1) The name and address of each contractor or subcontractor.
(2) The address; full first and last names and middle initial; date and place of birth, of each employee or other person who will have

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access to the top secret or secret matériel not included in *d* (2) above.

(3) The location of the facility at which the work involved will be, or may be, performed.

(4) The date of award of contract or subcontract, and probable date of commencement of work thereunder.

f. The commanding general of the service command will retain one copy and forward one copy of the reports received in accordance with *d* and *e* above, to the Provost Marshal General.

68. Consultation with responsible manufacturers.—The commanding officers of arsenals and depots and other officers engaged in work on Government contracts are authorized to consult with all interested manufacturers or their representatives, inventors, and other persons concerning technical matters in which they have a legitimate interest. They will, however, inform all such persons of the classification of the projects, works, and developments.

69. Responsibility of Army representatives or inspectors.—*a.* The Army representatives or inspectors of the technical service are the local representatives of the War Department and will take the necessary measures to insure the safeguarding of classified information or projects in the hands of the contractors or subcontractors or in process of manufacture in their plants.

b. Army representatives or inspectors will advise contractors or subcontractors as to their responsibilities and the practical measures to be taken to safeguard top secret, secret, confidential, or restricted matters, and will act favorably, if practicable, on any suggestion or request of the company tending to preserve secrecy. If at any time conditions at any plant, or any action of a company or its employees, jeopardize the security of classified matter pertaining to the War Department or violate the provisions of the Espionage Act, the Army representative or inspector will request the contractor or subcontractor to take prompt remedial action. If adequate precautionary measures are not taken immediately, he will report promptly to the chief of the technical service concerned and, if the situation requires, to the commanding general of the service command in which the item is in process of manufacture.

c. When Army and Navy inspectors are on duty at the same plant, the Army inspector will coordinate all security measures with the Navy inspector in order to avoid conflicting demands upon contractors.

70. Responsibility of Government contractors.—*a.* A private individual, firm, or corporation which enters into a contract to engage in technical work for the War Department becomes responsible in matters within his or its control for the safeguarding of all top secret, secret, confidential, or restricted matters that may be disclosed or that may be developed in connection therewith. A clause to this effect will be included in such a contract, but its omission will not release the contractor from his responsibility under the Espionage Act and other pertinent laws.

b. Contractors are responsible that all classified projects allotted to subcontractors or agents are fully protected by a similar agreement.

c. Whenever for any reason a contract agreement or subcontract has been made which does not include a security clause but later is found to involve top secret, secret, confidential, or restricted matter, the technical service concerned will take the necessary steps to insure that the project or work is properly classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

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71. Tests of classified matériel.—Tests of classified matériel will be adequately safeguarded by all responsible officers.

72. Public display of classified matériel.—*a.* Commanding officers are responsible that all classified parts, components, or features of matériel are properly safeguarded during maneuvers, drills, parades, ceremonies, assemblages, demonstrations, or exhibitions, or exhibitions open to the general public.

b. (1) Photographs of equipment while in process of development or those revealing processes of manufacture are prohibited unless authorized by the chief of technical service concerned. After an article of equipment has been issued to combat units, release of photographs is permissible unless specifically prohibited by the instructions issued therewith.

(2) Requests for permission to take photographs of classified matériel, projects, or processes of manufacture will be referred to the War Department through the proper chief of technical service. If authority is granted, it will be with the understanding that the resulting photographs will be submitted to the War Department for review prior to release.

73. Release of information or sale of matériel.—*a. General.*—Domestic sale, divulging information in connection with negotiations for foreign sale, and foreign manufacture of items of Army and Navy matériel and equipment are not permitted unless the War and Navy Departments are agreed that military secrecy is not compromised thereby.

b. International traffic in arms.

(1) The State Department administers international traffic in arms and military matériel coming within the scope of the Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.

(2) The State Department will not release for foreign sale any item coming within the scope of these regulations until the War and Navy Departments have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

74. Protection of shipments via commercial carriers within Unted States or its possessions.—*a. Selection of shipping method.*—Disclosure of information pertaining to classified matériel will be prevented during transportation by one of the following methods of shipment, to be determined by a commissioned officer of the service, force, or organization authorizing its movement qualified to make such classification, by a higher authority so qualified, or by a military attaché.

b. Protection documents.—If size and quantity permit, classified matériel may be handled in the same manner as provided for similarly classified documents in paragraphs 26 to 29 inclusive. In cases where matériel is of such size or quantity as to create suspicion of its character and entail additional risk when transported in the same manner as documents, another method will be used.

c. Railway express service protected by carrier's guards.—Top secret, secret, or confidential shipments may be shipped via Railway Express Agency, Incorporated, after advance arrangements have been made for carrier to guard matériel from the time it leaves the hands of consignor until delivered to consignee. Not withstanding the general prohibition of insurance on Government shipments any classified shipments may be shipped at their actual value and notation of such value made on the bills of lading. (See AR 55–105, AR 55–155, and TM 55–550).

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The officer determining the method of shipment will certify to the officer issuing the bill of lading the valuation to be used.

d. Ordinary railway express service protected by military guards.—This method of shipment may be chosen for top secret, secret, or confidential matériel as provided in *a* above. In such case the principles of regulations governing guarding of freight shipments (see par. 8, AR 55–155) will be followed so far as appropriate for express service, with the definite exception that guards with express shipments will be furnished with transportation requests. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements.

e. Air express via commercial air lines protected by military guards.—The provisions of *d* above will govern generally.

f. Rail freight service protected by military guards.—See paragraph 8, AR 55–155.

g. Ordinary motor truck freight protected by military guards.—The principles of paragraph 8, AR 55–155, will govern. Only one guard will be used for short runs unless more are necessary.

h. Water freight service protected by military guards.—The principles of paragraph 8, AR 55–155, will govern. When vessels are used which have arrangements for carrying passengers, transportation requests will be issued. When vessels are used which do not have arrangements for carrying public passengers, carriage free or at a reasonable charge, appropriate arrangements for meals will be negotiated.

i. Straight or mixed troop trains.—Classified matériel accompanying troops will be adequately guarded by organization personnel.

j. Guards.—Guards sufficiently armed will be provided in accordance with paragraph 8, AR 55–155. Neither carrier's nor military guards will be used for the sole purpose of preventing disclosure of information of restricted matériel. Guarded service may be used on any shipment when necessary to prevent physical sabotage. When possible, where concealment of the arm is not necessary, submachine guns, automatic rifles, or rifles should be provided in preference to pistols.

k. Shipment, confidential matériel without guard.—Shipments of confidential matériel, except cryptographic equipment and components thereof may, at the discretion of the chief of the technical service involved, be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

l. Shipment, restricted matériel without guard.—Shipments of restricted matériel, except cryptographic equipment and components thereof, may be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

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m. Shipment, cryptographic matériel.—For specific means of shipments of cryptographic matériel reference should be made to letter instruction on this subject issued by the War Department.

n. Shipment, classified files.—Shipments of classified files to records depots and War Department records depositories will be made as follows:

(1) When the quantity of top secret, secret, or confidential documents remaining after down grading is small, the documents will be transmitted under separate cover as provided elsewhere in these regulations for the transmission of individual documents. A charge-out will be placed in the folder which contained the document and the document will be properly identified as to the file and folder from which extracted prior to transmission.

(2) When the quantity of top secret, secret, and confidential documents which cannot be down graded makes the procedure above impracticable, the files in which such documents are maintained will be packed in the standard records boxes prescribed by TM 12–259, securely fastened by flat steel straps. The outside of the box will contain no indication of the classified character of the files. The boxes will be shipped under security regulations applicable to bulk shipments of classified matériel except that top secret and cryptographic documents and messages in all cases will be accompanied by an officer courier in addition to armed guards.

(3) Shipment of restricted files. Such files will be shipped in standard records boxes in the same manner as prescribed for unclassified files.

SECTION VI

VISITORS

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75. Classification.—*a. Foreign nationals.*—For the purpose of these regulations, the term "foreign nationals" includes all persons not citizens of the United States, and citizens of the United States while a representative, official, or employee of a foreign government, firm, corporation, or individual.

b. United States citizens.—All citizens of the United States not included in *a* above.

76. Authority for admission.—*a. General.*—Correspondence and communications relating to visits will be routed direct between the various offices concerned.

b. Foreign nationals. (See par 25a.)

(1) Subject to the approval of the facility concerned, foreign nationals may be authorized by local authority to visit commercial facilities provided no classified work or project is shown or discussed.

(2) Foreign nationals may be admitted to military installations for social purposes, for activities open to the general public, and in connection with emergency landings, by authority of the commanding officer provided no classified features are shown or discussed.

(3) Foreign nationals may be admitted to Government facilities; military installations except as provided in (2) above; and commercial facilities where classified work, projects or features will be shown or

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discussed, only on written authority of the Assistant Chief of Staff, G–2, War Department General Staff.

(4) Application for visits which require War Department authorization will be made through the appropriate diplomatic representatives except in the case of foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States, for whom applications will be submitted by their employers, approved by the commanding officer or management of the facility to be visited, and forwarded with the recommendation of the chief of the technical service or appropriate commanding general of the service command concerned to the Assistant Chief of Staff, G–2, War Department General Staff, who will secure the recommendation of the Navy Department. Applications submitted through either of the channels described above will include the following information:

(*a*) Name in full.
(*b*) Official title or position.
(*c*) Name of plant or plants, posts, camps, or airfields to which admission is desired.
(*d*) Date of visit or dates between which visits are desired.
(*e*) Purpose of visit.

For foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States the following additional information will be required:

(*f*) Nationality.
(*g*) Length of service with present employer.

(5) Prior to authorizing a visit to a War Department installation or to a commercial facility where classified work, projects, or features will be shown or discussed, the Assistant Chief of Staff, G–2, War Department General Staff, will secure the recommendations of the Navy Department and the chief of the technical service concerned. Members of the armed forces of Canada and Mexico may, however, be admitted to Army posts, camps, and airfields near the borders of those countries for occasional visits on the authority of the commanding general of the army, defense command, service command, or air force command having jurisdiction over such posts, camps, or airfields, without reference to higher authority.

c. United States citizens.—Subject to the approval of the commanding officer or the contractor, United States citizens, except those representing a foreign government, firm, or corporation, may be admitted to War Department or commercial manufacturing establishments engaged on classified work or projects under the following conditions:

(1) Casual visitors may be admitted provided no classified work or project is shown or discussed.

(2) Representatives of other United States Government agencies, manufacturers, or their representatives, engineers, and inventors cooperating in War Department work and having a legitimate interest therein may be shown such works or projects as are considered necessary and desirable by the responsible chief of technical service. Authority for admission will be in writing.

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(3) Accredited reporters, photographers, and other representatives of publicity agencies may be admitted to War Department installations or manufacturing establishments engaged on work for the War Department, provided classified matter, projects, or processes of manufacture are not shown or discussed with them.

77. Responsibility of commanding officer, Army representative, or inspector.—*a.* The commanding officer of a military establishment or the Army representative or inspector at a commercial establishment is the local representative of the War Department in all matters regarding the admission of visitors. If, in his opinion, the situation at the time makes the admission of a visitor inadvisable, he is empowered to postpone the visit and request instructions from the office which authorized it.

b. The commanding officer or Army representative will make a report to the Assistant Chief of Staff, G–2, War Department General Staff, through the appropriate chief of technical service or commanding general, service command, giving the following information concerning foreigners who visit establishments engaged in classified projects:

(1) Name, official position, and nationality.
(2) Authority for the visit.
(3) Matters in which the visitors showed the greatest interest.
(4) General nature of questions asked.
(5) Expressed object of the visit.
(6) Inspector's estimate of the real object of the visit.
(7) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(8) A brief list of what was shown and explained.

78. Responsibility of Government contractors.—*a.* Contractors or subcontractors engaged in work for the War Department must place such restrictions on the movements of persons employed or entering their plants or offices as will give adequate security to top secret, secret, confidential, or restricted matters in their possession. In view of the wide differences in organization, arrangement, and physical make-up of individual plants, no specific rules are practicable. Therefore, local conditions at the plant and the classification of the project will determine the security measures to be adopted.

b. The following general procedure in regard to visitors at establishments or plants engaged in classified projects for the War Department is prescribed:

(1) Visitors will be accompanied during their stay at the plant by the inspector or Army representative, a member of his office, or some responsible person who is specifically informed as to the necessary limitations or restrictions, the scope of the visit, and the information which may be furnished.
(2) Unless specifically authorized by the authorities mentioned in paragraph 76, visitors will not be allowed in any shop, laboratory, drafting room, or section of a plant where top secret, secret, confidential, or restricted matériel is located or where classified work is in progress, nor will they be permitted to take photographs.

c. (1) War Department contractors will submit to the commanding general of the service command or chief of technical service, whichever is appropriate, immediately upon completion of the visit, a report of all visitors, except United States citizens, who have gained

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information concerning the classified work or projects. The reports will include the following information:

(*a*) Name, official position, and nationality.
(*b*) Authority for visit.
(*c*) Matters in which the visitors showed the greatest interest.
(*d*) General nature of questions asked.
(*e*) Expressed object of the visit.
(*f*) Estimate of the real object of the visit.
(*g*) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(*h*) A brief list of what was shown and explained.

(2) The commanding general of the service command or chief of technical service, whichever is appropriate, will submit the reports to the Assistant Chief of Staff, G–2, War Department General Staff, through the appropriate chief of technical service.

SECTION VII

AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED AREAS

	Paragraph
Air space reservations	79
Restricted areas	80
Reserved areas; establishment	81

79. Air space reservations.—*a. Establishment.*—Air space reservations over military installations or reservations over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes are established by executive order of the President of the United States, or by a State, Commonwealth, or Territory.

b. Responsibility of commanding officers.—The commanding officer of a military reservation, post, camp, station, or installation over which an air space reservation has been established is responsible for the surveillance of the designated air space and for prompt report to The Adjutant General, through military channels, of any illegal flight therein.

80. Restricted areas.—*a. Designation.*—The commanding officer of a military reservation, post, camp, station, or installation is responsible for the designation and proper safeguarding of restricted areas in his military reservation, post, camp, station, or installation. If local conditions dictate, he will mark all ordinary entrances or approaches to such areas with a sign reading as follows:

WARNING

RESTRICTED AREA

It is unlawful to enter within this _____ without written permission of _____.
(Area, building, etc.) (Authority)

b. Procedure in case of violation.

(1) The commanding officer of a military reservation, post, camp, station, or installation will cause any person not subject to military law who enters a restricted area or building to be detained, warned of

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his rights, and interrogated by proper authority. If it is a first offense and there is no evidence of deliberate intent, the offender may be warned against repetition and released upon the surrender of any unlawful photograph, sketch, picture, drawing, map, or graphic representation in his possession. Otherwise the offender will be delivered without unnecessary delay to the nearest United States marshal with a written statement of the facts, the names and addresses of the witnesses, and such pertinent exhibits as may be available.

(2) When an investigation reveals that a person not subject to military law has entered such a restricted area or building, custody of the individual not having been effected, the commanding officer will promptly forward in writing to the nearest United States district attorney a report of all the facts, including the names and addresses of the witnesses.

(3) A report will be made through military channels to the commanding general of the service command of each case brought to the attention of civil authority and will include a brief of all the facts and copies of all pertinent communications.

81. Reserved areas; establishment.—Areas reserved for military or national defense purposes, admittance to which is either restricted or prohibited, are set apart by executive order of the President of the United States or by order of the Secretary of the Interior.

SECTION VIII

TROOP MOVEMENTS, INDIVIDUAL TRAVEL, AND MOVEMENT OF SUPPLIES

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82. General.—*a. Application.*—The provisions of *b* below and paragraphs 83 to 94 inclusive, will apply during periods of hostilities. The provisions of paragraph 95 will apply during periods of peace or following the termination of hostilities and before peace is formally declared.

b. Responsibility of commanding officers.—Commanding officers of units, replacements, or individuals affected by the provisions of this section are responsible that such personnel are instructed in these provisions, advised of their applicability, and warned of the danger involved in the disclosure to unauthorized persons of classified information concerning troop movements or movements of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations.

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83. Classification requirements.—*a. Movements of personnel or supplies.*—Information of movements of personnel or supplies will be classified, when appropriate, as secret, confidential, or restricted by, or by authority of, any officer authorized to make or authorize secret classifications under paragraph 10*a*. In order to insure proper and uniform classification, it is essential that documents concerning movements be classified, when appropriate, in accordance with the principles contained in this section.

b. Troop movements or travel of replacements to theater of operations.—The following elements of information concerning troop movements or travel of replacements or individuals to a theater of operations will normally be classified as indicated, except as stated in paragraph 91:

(1) *Secret.*—Documents which contain any one of the following elements, either directly or by implication, require a classification of secret:

(*a*) Oversea or intertheater destination in the clear, when such destination is an active theater of operations or a specific location within an active or inactive theater of operations.

(*b*) A specific port of destination within continental United States for return to continental United States in travel by water.

(*c*) Date and time of departure from a port of embarkation, a port of debarkation en route, a port of aerial embarkation, or a port of aerial debarkation en route.

(*d*) Route, name, or destination of ship or convoy.

(*e*) Estimated time of arrival at an oversea or intertheater destination, or at ports or airports of debarkation en route.

(*f*) The meaning of an assigned shipment number so far as it represents a specific oversea or intertheater destination.

(*g*) The oversea or intertheater destination represented by a temporary APO number.

(*h*) Events en route involving enemy action.

(2) *Confidential.*—Documents which contain any of the following elements will be classified confidential:

(*a*) Inactive theater of operations as a destination, in the clear, provided the exact destination within the theater is not shown.

(*b*) Information or description of unit movements of nonoperational significance within areas in or adjacent to active theaters of operations.

(*c*) A list or tabulation of two or more units combined with and included under a single shipment number or other comparable code designation. The combination of a single unit with its oversea shipment number and letter, or other comparable code designation, however, is restricted information.

(3) *Restricted.*—The following types of information, or documents containing this information, except as indicated in (1) and (2) above, will normally be classified restricted:

(*a*) Orders, communications, reports, and other documents concerning troop movements, oversea or domestic travel of replacements, or oversea travel of individuals. However,

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reports and communications concerning movements need not be classified if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment number and letter (or other comparable code designation), by temporary APO number, or by main number.

(*b*) Troop movements between inactive theaters of operations, between the United States and inactive theaters of operations, within inactive theaters of operations, and domestic troop movements within continental United States, provided such movements are not associated with further movement to an active theater of operations.

(*c*) Continental United States as a destination in the clear, provided the specific port of debarkation in travel by water is not shown.

c. Domestic travel within continental United States.—Domestic travel within continental United States of individuals which is not associated with further movement to a theater of operations or with classified activities will not normally require classification.

d. Movements of supplies.

(*1*) Movements of supplies and impedimenta which are to accompany units, or are destined for, or otherwise associated with specific units or specific troop movements will be governed by the classification requirements set forth in paragraph 83*b*.

(*2*) Movements of supplies which are not associated with specific units or troop movements:

(*a*) Movements will normally carry a coded destination symbol such as a shipping designator or shipment number. Documents covering such shipments which by inference or by literal reference compromise the meaning of the coded destination symbol will require a classification at least as high as that of the meaning of such coded symbol.

(*b*) Movements may be addressed in the clear to oversea destination when authorized by the Secretary of War. This method of addressing will not normally be used when the presence of military installations such as oversea ports, combat airfields, harbor defenses, or similar establishments will be exposed thereby.

(*c*) When a coded designation of specific shipments, projects, or locations, such as a consignee combination, is used in combination with a coded destination symbol, the coded designation will be classified at least as high as the meaning of the coded destination symbol. Documents and reports covering shipments may be unclassified where the meaning coded destination symbols, coded shipment designations, or other coded data covering the shipment are not revealed or otherwise compromised.

e. Movement of personnel or supplies by hospital ship.—Orders for movement of personnel or supplies by hospital ship will be unclassified if it is necessary that such orders accompany the personnel or supplies aboard the hospital ship. See AR 55-530.

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84. Dissemination of information.—*a.* All persons connected with the military service who receive information concerning movements of personnel or supplies classified in accordance with paragraphs 83, 90, 91, and 92 are forbidden to make public or to inform unauthorized persons concerning the classified elements of such movements.

b. When it is necessary to advise relatives or other persons of approaching departure, individuals connected with the military service will not disclose any classified information.

c. Arrival in a theater of operations does not diminish the necessity of safeguarding classified elements of information concerning the movement. After such arrival, no information will be given to unauthorized persons concerning names, destinations, or organizations, names of vessels, data concerning convoys, routes pursued, measures taken to avoid attack, date of arrival, debarkation or departure, or number of troops, or kind of cargoes carried.

85. Rail and motor movements.—*a.* Reports concerning arrivals and departure of rail or motor movements within the United States which for any reason are classified, may be transmitted to persons authorized to receive such reports, unclassified, provided unit designations are not included therein.

b. When rail or motor movements or travel of personnel are made preliminary to movement to a theater of operations, cars, baggage, and impedimenta will not be marked in the clear to show oversea destination, date of departure, name of ship, or other classified elements of information. In such cases, impedimenta will be marked with the assigned shipment number and letter or other comparable code designation. The unit designation will not be used as a marking on impedimenta, although the company letter or abbreviation may be used to identify the impedimenta of each company or similar unit in the movement.

86. In staging areas.—*a.* Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of ports or airports of embarkation are authorized to restrict to prescribed limits all personnel under orders for movement to a theater of operations for a period not to exceed 48 hours prior to departure. During this period of restriction, communication with other military personnel and civilians may be prevented or limited as may be considered necessary by the port or airport commander concerned. Special authority must be obtained from the War Department (if in the United States) or the theater commander (if overseas) for placing personnel in restriction more than 48 hours prior to the expected sailing or departure date.

87. Embarkation.—*a.* Troop movements will be made so far as practicable without attracting undue attention. Authority to use bands during embarkation of troops is left to the discretion of port commanders, where, in their opinion, the playing of a band will not jeopardize the security of the movement.

b. All persons not on official business will be excluded from the piers at all times.

c. Personnel may take cameras within the limits of the pier or overseas, subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

d. Members of families, relatives, or friends of personnel under oversea movement or travel orders will not be allowed in the vicinity of piers on the day of sailing.

88. Movement of vessels in harbors.—Vessels loaded with personnel or supplies will be moved under cover of darkness whenever possible.

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89. At sea.—*a.* After sailing from the port of embarkation, the destination will be disclosed to members of units, replacements, or individuals aboard ship only as necessary for training or indoctrination en route. When such information is disclosed, personnel will be warned of the classification thereof. Particular care will be taken to insure that this warning is given all personnel who are allowed ashore at intermediate stopping points.

b. Events at sea concerning or resulting from enemy action will be considered as secret information by all individuals concerned.

90. Returns to continental United States.—Classification requirements are the same as those enumerated in paragraphs 83 and 91.

91. Movements by air.—*a.* Generally, the same requirements for water movements apply to movements by air of units or subdivisions thereof to a theater of operations.

b. In documents containing information of travel to a theater of operations by military aircraft of replacements, and individuals, as distinguished from units, the inclusion of the following elements normally will require a classification of restricted only:

(1) Oversea or intertheater geographical destinations, unless the presence of troops or particular military installations at such destination is classified higher than restricted.
(2) Date and time of departure from port of aerial embarkation, or airports en route, subsequent to such departure.
(3) Air route, unless the air route is classified higher than restricted.
(4) Estimated time of arrival at specific oversea intertheater destination or airports en route, subsequent to departure from port of aerial embarkation.
(5) Oversea or intertheater destination represented by a temporary APO number.

c. The provisions of paragraph 83 will apply to information concerning the oversea travel of replacements and individuals when both air and water transportation are employed.

d. Orders and allied papers for oversea travel by commercial aircraft of replacements and individuals may be unclassified, even though they contain elements of information for which a classification of restricted is required by *b*(1), (2), (3), and (4) above.

e. All individuals involved in air movements, communicating from intermediate stopping points, will refrain from disclosing classified information.

f. Operational messages limited to information concerning movements of aircraft in a theater of operations may be sent in the clear when authorized by the theater commander.

g. The specific airport of destination within continental United States for returns to the United States by air from theaters of operation is restricted information.

92. Theater of operations in continental United States.—The foregoing paragraphs of this section are based on the assumption that theaters of operations will be located overseas. However, should any portion of continental United States become a theater of operations, the provisions of the foregoing paragraphs nevertheless will apply, subject to the following:

a. The portion so designated will be treated as an "oversea designation."

b. The terms "continental United States" and "United States" will refer only to the zone of interior (see FM 100–5).

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c. The movements or travel by rail or motor from the zone of interior to the theater of operations, the security provisions applicable to ports of embarkation will also apply to points in the zone of interior from which direct movement to the theater commences, and the provisions applicable to water movement or travel will apply to land movement or travel.

93. Higher classification.—A higher classification than that indicated in this section may be assigned if the order, message, or other communication contains information which should be protected by a higher classification.

94. Reason for classification.—Whenever a classification higher than restricted is assigned to a movement order, the reason for such higher classification will normally be included therein. An *example* of an explanatory paragraph is as follows:

> The following secret and confidential elements of information are contained herein: secret equipment (par. 11c); tabulation of units (par. 1); confidential mission (pars. 2 and 3). All other elements of this order are restricted.

95. Periods of peace or following termination of hostilities.—*a. Application.*—The provisions of this paragraph will apply only during periods other than those of hostilities.

b. Normal security requirements.—Information or documents concerning movements of personnel or supplies will normally be unclassified.

c. Classification requirements.

(1) Elements of information (such as destination, mission, and other elements which should be safeguarded) concerning movements of personnel or supplies, other than movements within oversea areas in which United States Army forces are stationed, will be classified secret, confidential, or restricted only when such classification is authorized by the War Department. Separate instructions directing such classification will be issued to the offices and personnel concerned.

(2) Commanders of United States Army forces stationed in oversea areas are authorized to classify elements of information concerning movements of personnel or supplies within their respective areas.

(3) The provisions of paragraphs 84, 85, 86, and 87 will apply to classified movements.

(4) Whenever a movement order is classified, the reason for such classification will normally be included therein. An example of an explanatory paragraph is as follows:

> The following classified elements of information are contained herein. Secret equipment (par. 11*a*); confidential mission (par. 1); restricted consignee combination (pars. 2 and 3). All other elements of this order are unclassified.

[AG 380.01 (29 Dec 45)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

DISTRIBUTION:
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U. S. GOVERNMENT PRINTING OFFICE: 1946

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

Unclassified
Serial No. 362

5 March 1947

MEMORANDUM FOR Security Officer
Surgeon General's Office
War Department

Subject: SAB 7

Pursuant to request contained in your letter of 3 March 1947, File Reference MEDCA 461 (S.G.O.) GG, enclosed herewith are three (3) copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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

Unclassified
Serial 360

5 March 1947

MEMORANDUM FOR Office of the Surgeon General
Medical Intelligence Branch
Attention: Dr. A. R. Turner

Subject: Declassification and Distribution of Scientific and Technical Data

Pursuant to your telephone request of 4 March 1947, enclosed herewith are two (2) copies of SAB 2, dated 28 May 1946.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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

Unclassified
Serial [redacted]359

March 5, 1947

MEMORANDUM FOR Mrs. Rhea Williamson
Executive and Foreign Affairs
Branch
Room 5E, The National Archives
Washington 25, D.C.

Subject: Classification, Declassification, and Downgrading Procedures

Pursuant to your request of March 4, 1947, to this office, enclosed herewith are two (2) copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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

UNCLASSIFIED
Serial No. 358

March 3, 1947

MEMORANDUM FOR Mr. George A. Viehman
Security Officer
Maritime Commission

Subject: Declassification of Transportation Studies

1. The Office of Defense Transportation has in its files several transportation studies made of installations of interest to the Maritime Commission. These studies give information as to number of personnel employed at the installations, location, areas covered by the installation, an occasional map of the roads, etc. Some few of the studies are classified Restricted. The majority of the studies were made in 1944 and 1945.

2. Although the responsibility for declassification of these studies rests with the classifying office, which is, in this case, the Transportation Corps of the War Department, the opinion of the agency having interest therein is considered advisable.

3. In a recent telephone conversation with you on this matter, you stated that the Maritime Commission would have no objection to declassification of these transportation studies. I would appreciate your confirmation of this permission, as a matter of record.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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

Unclassified
Serial No. 356

March 3, 1947

MEMORANDUM FOR Mr. Kenneth Heckler
Division of Administrative
Management
Bureau of the Budget

Subject: Classification, Declassification, and Downgrading Procedures

In view of your interest in the proposed Security Advisory Board declassification procedure, I am enclosing a copy of the booklet which represents final approved policy of the Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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

UNCLASSIFIED
Serial No. 357

March 3, 1947

MEMORANDUM FOR Mr. Nathaniel H. Goodrich
President's Scientific Research and
Development Board

Subject: Classification, Declassification,
and Downgrading Procedures

In view of your interest in the declassification procedure of the Security Advisory Board, I am enclosing a copy of the final approved policy on this subject.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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

UNCLASSIFIED
Serial No. 352

28 February 1947

MEMORANDUM FOR Navy Member, SAB

Subject: Classified Map Information for U. S. Geological Survey, Department of the Interior

References:

a. Memo for SAB fr Op-32-D2, (SC) A-6-8/Release, Serial No. 001516P32 dtd 13 Feb 47

b. Memo for SAB fr Op-32-D2, OB/SAB, Serial No. 00507P32, (SC) A8-6

1. The Security Officer of the Department of the Interior has informed the Security Advisory Board that the U.S. Geological Survey has withdrawn its request for certain classified maps from the War Department. Maps and correspondence in this connection have been returned to the War Member, SAB.

2. As a matter of information, a copy of Reference a was furnished to the War Member, SAB.

3. The classification of Reference b, which has been discussed with you and other Board members, is believed to be unnecessarily high. You stated, I believe, that you preferred to maintain this classification for your files. Would you please advise this office if there would be any objection to the declassification of the copy in the files of the Board?

For the Security Advisory Board:

Ruth C. Barton
Secretary

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

Form DS-10 6-1-45 Department of State

Da

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To:

	Advise		Note & Return
	Approve & Return		Note & File
	As You Requested		Per Telephone Talk
	Attention		Previous Correspon.
	Attach File		Priority Action
X	Comment & Return		Reconsider
	Consider		Recommend Action
	Copying		Record
	Correct		Reply
	File		Return to Sender
	Follow-up		Rewrite
	Hold		Signature Required
	Initials Needed		See Me
	Investigate & Report		Take Action
	Instruct		Transfer
	Justify		Type
	Keep Me Advised		Verify
	Legal Matter		Reply for Signature of
	Memo Required		
	Not Interested		
	Note & Destroy		
	Note & Forward		

REMARKS:

~~No Objs~~

Copy of original rqst.
sent to
Lt Comdr. Schulz
11-12-47
for action

From

This Form Printed on Salvaged Stock

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

4-25-47

Navy has finally decided to query the naval Commandants for their opinion!

RCB

6/12 sent

6/23 - Still awaiting answers from Naval Com.

see reference in SAB 7-

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In reply refer to Initials and No.

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

for PEACE BUY SAVINGS BONDS

Op-32-D2
QB/SAB
Serial No. 2755P32

26 FEB 1947

MEMORANDUM FOR The Security Advisory Board

Subject: Classification, Declassification, and Downgrading of Aerial Photographs.

Reference: (a) SAB unclassified Serial No. 276, relative to subject matter, dtd. 3 February 1947.

Enclosure: (A) CNO ltr., Op-32-D2, A7-2/A7-5, Serial No. 6018P32, relative to subject: "Aerial Photographs and Maps of Naval Installations - Classification of. 11 SEP 1946

1. It has been impossible to confirm the "understanding" set forth in paragraph 2 of ref. (a).

2. Enclosure (A) is forwarded for information in compliance with the request contained in paragraph 3 of ref. (a).

L. W. Gunther
L. W. Gunther
Commander, USN
Navy Member
Security Advisory Board

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

Op-32-D2
A7-2/A7-5
Serial No. 6018P32

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

11 September 1946

From: Chief of Naval Operations.
To: Commandants of Naval Districts, River Commands, and Air Training Commands (less 10th, 14th, 15th and 17th Naval Districts).

Subject: Aerial Photographs and Maps of Naval Installations - Classification of.

Ref: (a) General Order 179.
(b) SecNav ltr Ser 37116 dtd 13 Jan 1944, Navy Dept Bulletin 44-9.
(c) SecNav ltr to All Ships and Stations, Ser 11283, dtd 9 March 1938, Navy Dept Bulletin 38-2000.
(d) Art 76, US Navy Regs, Revised April 1, 1944.
(e) CNO ltr of 5 March 1945, Ser 805916.
(f) CNO ltr of 16 April 1945, Ser 910216.

1. A restatement of policy with respect to the classification of aerial photographs and maps of naval installations has become necessary because of the modification of security requirements resulting from the cessation of hostilities and because of the diverse interpretations of existing directives on the subject by the various Commandants.

2. Although reference (a), supplemented by reference (b), places primary responsibility for the classification of aerial photographs and maps upon the Commandants of the Naval Districts, reference (c) requires the Chief of Naval Operations to develop and promulgate the governing principles of security.

3. In reference (c) it was pointed out that many of the aerial photographs of naval airports within the continental United States could be downgraded to "Restricted", and in reference (f) it was indicated that by interpretation of reference (b), as modified by reference (d) many naval installations in the United States could be classified "Restricted", if they were not considered vulnerable points or vital installations. Notwithstanding the provisions of reference (f), recent communications received from the Commandants indicate that varying security classifications, most of them too high, are being assigned to the same types of installations.

4. In order that uniformity in the classification of aerial photographs and maps of naval installations in the United States may be achieved, the following peacetime principles of security are promulgated for your guidance:

(a) All aerial photographs and maps of naval installations

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

Op-32-D2
A7-2/A7-5
Serial No. 6018P32

Subject: Aerial Photographs and Maps of Naval Installations - Classification of.

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which do not identify or otherwise describe buildings, fuel or ammunition dumps, permanent defense works or other facilities will normally be considered "unclassified".

(b) Photographs and maps identifying or showing details of defense works or of development and research projects or other installations considered vulnerable and vital to the security of the United States will normally be classified "Secret".

(c) If the vulnerable and vital points mentioned in (b) above, can be blanked out, the remainder of the map or photograph may be considered "unclassified". In order that the exact location of vital naval installations may be safeguarded, each classified installation should be surrounded by a classified blanket-out area having a minimum radius of five miles and extending at least one mile beyond the installation being classified.

(d) Peacetime airspace reservations ordinarily will not be designated for any vital installations, inasmuch as such reservations, when indicated on aeronautical charts sold to the public, will betray the location of the installations they are intended to safeguard.

5. It will be observed that the foregoing principles permit most aerial photographs to be unclassified. Although it is not intended that the Commandants indiscriminately remove the security classifications of aerial photographs of installations deemed by them to be vital and vulnerable, it is urged that the problem of downgrading be approached realistically and on a reasonable peacetime security basis, in order to permit full utilization of aerial photographs and maps, not only by the Navy and War Departments, but by other agencies of the Federal Government and by the general public. In order to insure uniformity of classification by Army and Navy, close liaison should be maintained by Naval District Commandants with the cognizant Army Area Commands.

/s/ Thomas B. Inglis
By direction

STANDARD DISTRIBUTION LIST 6, 11