

**OUTLINE  
FOR  
SECURITY SURVEYS IN  
NONMILITARY FEDERAL DEPARTMENTS AND AGENCIES**

1. **GENERAL** (To be typed on first page)

- a. Date of survey *Name 950*
- b. Name and location of the agency or office
- c. Purpose of survey
- d. Scope of survey
- e. Surveying Officers
  - (1) SAB
  - (2) Agency

2. **SURVEY**

a. **Exterior Security Conditions**

- (1) Location of building relative to surrounding installations.
- (2) Entrances and exits to building.
- (3) Security of basement and ground floor windows.

b. **Occupancy**

- (1) Name and office of building superintendent.
- (2) Name of person in charge of maintenance personnel.
- (3) List of Divisions and rooms occupied by them.
- (4) List of persons charged with security matters in each division with room numbers and telephone numbers.

c. **Pass System**

- (1) Is a week-day pass control in effect or is control limited to nights, Sundays, and holidays?
- (2) What employees are entitled to enter buildings after hours and on Sundays and holidays? Is a special pass issued for this privilege or is identification card acceptable?
- (3) If special pass is issued, who is in charge of this? Are passes called in when employees are separated from department?
- (4) Is any sign-in control for nights, Sundays, and holidays in effect, in addition to pass control?

d. **Guard System**

- (1) Under jurisdiction of what group captain?
- (2) List number of reliefs, time of duty of each relief, number of guards to each relief, guard posts, patrols, inspections.
- (3) Do the guards have adequate written or oral instructions?
- (4) Do guards recognize and know what passes to honor?



- (5) What guard controls are in effect during holidays and off-duty hours?

**e. Fire Control System**

- (1) Who has jurisdiction over fire control?
- (2) Is the fire alarm system adequate?
- (3) What procedure is used in reporting fires?
- (4) What means exist to aid in fire prevention?
- (5) Are there any special fire hazards?

**f. Communications System**

- (1) Who is in charge of the communications within the building?
- (2) What security measures are in effect in the Mail Room? Is mail securely stored overnight? How are highly classified communications handled? By Whom? Are current instructions known? Are they adequate?
- (3) Are the telephone system communications adequate? Is any effort made to promote telephone security? Do other means of communication exist and how secure are they?

**g. Documentary Security**

- (1) Does the Division have many classified documents? Of what classification are they?
- (2) Are classified documents stored in accordance with ~~proper~~ security regulations?
- (3) Is the equipment for the storage of classified documents adequate?
- (4) ~~Is there an alarm system in use?~~ *Yes & purpose*
- (5) What means are used to insure that classified documents are properly stored overnight?
- (6) Do safes and combination file cabinets contain names, addresses, and telephone numbers of their custodians?
- (7) Who is in charge of checking office security at the end of the work day?
- (8) Are safe combinations changed at appropriate intervals?
- (9) What method of destruction of classified waste is followed?
- (10) Is a check list for safes, file cabinets, etc. maintained?
- (11) Are offices left alone during the day? If so, are ~~proper~~ security measures taken?
- (12) Under what security regulation is Division operating? Provide copy.
- (13) Are employees security conscious?

**h. Personnel Security**

- (1) What program of employee investigation is under way in the agency? What type clearance is given to personnel known to be engaged in classified work?



h. Personnel Security, Contd.

- (2) If no employee investigation program is under way, was any used in war time?
- (3) To date, how many people have been investigated in the agency and how many lack such investigation? Of the latter group, how many may be dealing with classified matter?
- (4) Has any effort ever been made by the agency to clear up the existing situation with regard to personnel investigations?

3. FINDINGS4. RECOMMENDATIONS



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Serial No. 221

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January 7, 1949

MEMORANDUM FOR

Mr. James J. Kelly, Jr.  
Security Officer  
National Advisory Committee for Aeronautics

Subject:

Security Checks

References:

a. SAB 3  
b. Your letter, dated October 31, 1946

Enclosures:

Lists of Employees of N.A.C.A. Having  
Access to Highly Classified Information.

1. Reference is made to your letter of October 31, 1946, enclosing lists of employees in N.A.C.A. field laboratories for security checks as specified in SAB 3, corrected under date of October 4, 1946.

2. A check of investigative sources reveals no reason why all individuals listed in the enclosures to your letter of October 31, 1946, should not receive classified information, with the exception of those persons whose cases have been personally referred to you for decision. This clearance assumes that other conditions of SAB 3 have been met to your satisfaction.

3. It is regretted that the Board is not yet able to recommend to you any means by which you may secure security checks on the employees of the Washington office of NACA, who have, or may have, access to highly classified information.

4. Copies of all personnel records submitted to this office as enclosures to your letter of October 31, 1946, are returned herewith.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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January 6, 1947

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Mr. John J. Deviny  
Security Officer  
Government Printing Office  
Washington 25, D. C.

Dear Mr. Deviny:

I am enclosing a copy of the summary of surveys of the Government Printing Office, prepared in conjunction with Mr. Broderick of your staff, and forwarded this date to the Director, Security Division, Manhattan District, Oak Ridge, Tennessee.

I would like to express my gratitude for the cooperation and assistance which your office extends at all times to the Security Advisory Board. Particularly, I wish to express my appreciation, and the appreciation of the Board, for the attractive and useful booklet, "Safeguarding Classified Matter in the Government Printing Office" which Mr. Broderick was instrumental in securing for us.

Sincerely yours,

Ruth C. Barton  
Secretary

RCB:mf

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6 January 1947

## MEMORANDUM FOR

Director, Security Division  
Manhattan District  
Office of the District Engineer  
Oak Ridge, Tennessee

## Subject:

Surveys of the Government Printing Office

## References:

- a. Memorandum File No. EIDMI-50
- b. SAB Serial No. 172

## Enclosures:

- a. Summary of Surveys of Government Printing Office.
- b. Booklet-"Safeguarding Classified Matter in the Government Printing Office".

1. In reference b, you were informed that the Security Advisory Board was requesting that recent security surveys of the Government Printing Office be made available to you for your inspection, in accordance with the request in reference a.

2. After review of the findings and recommendations of which these surveys consist, it has been determined that the information in the files of the Security Advisory Board is not changed substantially. It is believed that the enclosed summary of all available information regarding the security of the Government Printing Office will be more valuable to you than any individual survey. The summary has been cleared with officials in the Government Printing Office in order to ascertain that the statements contained therein represent accurately the current operating procedure in that office.

3. Enclosure b, prepared for the Board by the Government Printing Office, is forwarded to supplement your review of the summary of surveys. Return of this booklet is requested.

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4. If the information presently being forwarded is inadequate for your needs, the Security Advisory Board will be glad to supply further information on specific phases of the security program in the Government Printing Office. If a survey of the agency is deemed necessary at that time, the Board will make arrangements for such a survey by a properly identified representative from your office.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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**CONFIDENTIAL****SURVEY OF GOVERNMENT PRINTING OFFICE SECURITY**

1. The Government Printing Office has a program of employee investigation through which some three thousand names have been checked by the Federal Bureau of Investigation. From this list employees are selected to work on classified work by officers, superintendents of divisions, or foremen. From this list, also, are selected Employee Security Officer Representatives who are individually responsible for safeguarding classified work entrusted to their care. In the designation of Security Officer Representatives and Employee Security Officer representatives by the Security Officer, the following standards must be met:

a. Security Officer Representatives

- (1) Must be line officials
- (2) Must be cleared by the Federal Bureau of Investigation.

b. Employee Security Officer Representatives

- (1) Must be cleared by the Federal Bureau of Investigation.
- (2) Must be known to be dependable, conscientious, and trustworthy.

2. The Deputy Public Printer of the Government Printing Office is designated as the Security Officer with the general supervision of all security measures within the Government Printing Office. The Assistant Production Manager is designated Assistant Security Officer with active supervision over all the security measures employed in the Office. Each production unit has a Security Officer Representative and an

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**Employee Security Officer Representative.** The Employee Security Officer Representatives have the sole duty of policing the handling of all classified printing to insure that no security measures are disregarded. Employee Security Officer Representatives work under the general guidance of officials serving as Security Officer Representatives.

3. The building itself is policed at all entrances and exits by civilian guards attached to the Government Printing Office. Visitors to the building are required to register at a reception room adjacent to the main entrance. The visitor's name, address, and the name of the person whom he is visiting are recorded. He is then given a numbered identification badge to wear while he is in the building. Upon departure the visitor deposits the badge in the reception room and is passed by the civilian guards. The Assistant Production Manager has stated that approximately 70 civilian guards, in shifts of 20 each, are on duty at the Government Printing Office, a number he believes adequate to properly guard all entrances. Brief cases, bundles or manila folders of sizable proportions, or property cannot be carried from the building without a property pass, but there is no check on envelopes carried by individuals.

4. The various divisions of the Government Printing Office can be classified as follows:

- (a) Planning
- (b) Composing
- (c) Plate Making
- (d) Press Work
- (e) Binding
- (f) Delivery

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5. When a document, classified as Secret or Top Secret, arrives at the Government Printing Office for publication, the document is deposited with the Production Manager's Office. The first operational step is the preparation by the Director of Planning Service of the jacket, which entails the examination of the material for the purpose of writing up printing specifications in detail. In case the material is classified as Secret or higher, its receipt is entered in a small book maintained by the Production Manager and a number, known as a Government Printing Office Number, is assigned to it. This number, without any identifying titles or remarks, is entered upon the jacket which has a coversheet for the entire material. The purpose of this operation is an attempt to lose the identity of the subject matter by obliterating the descriptive title. In the case of Confidential or Restricted material, the document is received by the Employee Security Officer Representative in Planning Service. The following legend: "Handle as Confidential (or Restricted)", is stamped on the face of the work sheet. From the time the material is received in the Production Manager's office for printing or for making up the jacket, it receives the constant attention of the particular person or persons assigned to it. When not engaged in processing, the material is stored in a safe located on the same floor as the Production Manager's office. The combination of this safe is known to the Production Manager and his assistant, and the secretaries to these officials.

6. Upon completion of the jacketing, the job material is ready for typesetting and printing. In the case of Secret or Top Secret material, the original manuscript, enclosed in

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its jacket, is transported or accompanied by the Chief of a Division, and in the case of other classified material by an Employee Security Officer Representative. As the material is passed from one official to another, signed receipts are secured. The Chief of the Division or the Employee Security Officer Representative gives it to the foreman within his Division for the first operation. It is the foreman's duty to assign the material for that operation to the persons who are authorized to engage in this type of classified work. The Superintendent of Composing has a vault type room directly opposite his office which has a safe door, the combination of which is known only to the Composing Superintendent and his immediate assistants.

7. The Composing Superintendent stated that whenever any Secret or Top Secret material is not being actually worked upon, that material together with proofs, monotype spool, and the type itself is secured in this room. At the time of the inspection the door of this room was closed and locked and in order to gain entrance it was necessary for the Superintendent of Composing to work this combination. Classified material stored in this vault was observed.

8. The proof reading section consists of a large room containing several rows of double cubicles large enough for partitions-more like hoods-each housing two proofreaders. The foreman of the proofreading section stated that he assigned only long-time and "trusted" employees to proofread classified material. In one survey it was questioned whether the adjacent proofreaders could, if desirous, overhear the proofreader adjoining to him. The Production Manager has stated that it would be difficult since the cubicles were built with that in mind, because the noises of reading proof are disconcerting to other proofreaders.

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9. The monotype machine operators have, of course, access to the original manuscript for the purpose of making the monotype spool. Proofreaders and monotype operators both have access to the original manuscript. The monotype spool consists of merely a four inch roll of paper with perforations. This spool in turn is set into a casting machine which forms the type from molten lead. A caster man is in charge of two machines both operating at the same time. An interview with the foreman revealed that in his opinion, the spool could not be read as such, but he admitted that the type as it was formed on the casting machines was easily readable. He stated, however, that he did not believe that the caster man had time to read the material as it was formed. It was observed, however, that the caster man did in practice watch the type as it was formed, if for no other reason than to see if the machine was functioning properly.

10. Once the type is set the required number of copies of proof are run off by a proof press operator. Inquiry was then made to determine the possibility of the operator's running off additional sets of proof. The section foreman and the Assistant Production Manager said that this could not be done due to the fact that in the case of secret material, the section foreman was present during the entire operation. Certain types of print, depending upon the paper used and the number of copies to be printed, require the type be electroplated. At the conclusion of the printing job and when the type is destroyed, the electroplating is destroyed by sawing or defacing under the supervision of the Security Officer Representative.

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11. Upon completion of the proofs and during the interim of waiting corrected copies by the originator of the material, the original manuscript and the monotype spool, type, and other material pertaining to the job are stored in the vault of the Superintendent of Composing.

12. When the material is ready for printing, and in the case of Secret and Top Secret material, the type forms are delivered to the printing section in a locked dolly. In the printing section two presses have been set aside adjacent to the office of the Superintendent of Printing and segregated by means of a heavy wire enclosure from floor to ceiling and containing one door with a secure lock. The Superintendent of Printing informed the surveying officer that when the forms are received he assigned certain trusted employees for the purpose of printing the material and counts out a number of sheets necessary to do the job together with a certain number for overage and spoilage. The type forms are then placed in a locked dolly and returned to the Superintendent of Composing, who in turn locks the material in his vault.

13. The type is maintained in this vault until the job has been completed and delivered and a short interval of time has elapsed to indicate whether or not an immediate reprint will be desirable. When it has been determined that no reprint will be desired, the type is placed upon long tables in the Composing Section and physically broken up under the supervision of the Security Officer Representative of that particular section.

14. The Bindery Section is the largest physical section of the plant and has the largest number of personnel. Finished material within the Bindery Section is transported from one

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operation to another on exposed skids. The Bindery Superintendent has set aside a large room, vault-type, with one safe door. The door is of the narrow type and it is believed not wide enough to accommodate a skid of the size normally used to transport materials within the departments. The Assistant Production Manager stated that in the case of a Secret or Top Secret job small skids are always used to transport the material within the department, thus eliminating the necessity for loading and unloading skids at the door.

15. No segregation of material was observed within the Bindery Section such as was observed in the Printing Section. It was explained by the Bindery Superintendent that the variation in types of jobs and the equipment necessary, together with the size of the job, made it physically impossible for the Bindery Section to segregate any portion of that division to be employed in the use of classified material only. The Bindery Section entails such operations as folding, cutting, stapling, covering, binding, tying, and packaging. The Superintendent of Bindery also stated that in the case of secret material, an Employee Security Officer Representative is appointed from within the division to watch over the material. At the conclusion of the job, it is the Bindery Superintendent's job to have the overage and spoilage carted to the basement and in his presence placed in the incinerator.

16. If any delay is encountered in the destruction, the classified spoilage and overage will be stored in locked vaults to await burning. When burning is accomplished, the foreman and the Employee Security Representative sign a report of destruction in duplicate. One copy is filed in the superintendent's

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office and one forwarded to the Production Manager.

17. When Secret or Top Secret work is received from the Presswork Division to the Bindery Section, the responsible foreman from the Presswork Division and the receiving foreman in the Bindery Division supervise a sheet count. As Secret or Top Secret work is completed in each division, the superintendent will personally pass the work on to the next superintendent and require a receipt.

18. When a secret job is completed, the Superintendent of Binding will send one copy to the Computing Section by a foreman or assistant foreman. The Chief of the Computing Section examines the copy for proper charges and returns it to the foreman who certifies to the disposition of the copy. The finished product is then sealed into suitable bundles, bearing no indication as to classification or title of job, and in the presence of the Chief of Delivery and the foreman in the Bindery the bundles will be counted and placed in a closed truck. The Chief of Delivery or Assistant Chief accompanies every delivery on secret work-an Employee Security Officer Representative on confidential.

19. It is the stated policy of the Government Printing Office that all classified work will be done within the Government Printing Office whenever possible. Where the facilities for the particular kind of work required do not exist in the Government Printing Office, the job may be "farmed out" to commercial firms. In wartime both the Army and the Navy had a list of approved firms for such printing jobs; now, however, neither of the services has personnel to make continuing surveys on these commercial firms so there is no such list in existence on a current basis. Publications of a Restricted

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nature may be "farmed out" to any "reputable firm". A security agreement for restricted work is executed by all commercial printers to whom a classified government job is given. In the event that it becomes necessary to "farm out" a document of a higher classification, the requesting department is first informed that it will be necessary to send the publication out of the Government Printing Office and are given a chance to provide guards for their material if they so desire.

20. The Assistant Security Officer stated that the Government Printing Office has handled few Top Secret jobs, but that in the instances where Top Secret work was handled within the Government Printing Office, it was given the same security measures as Secret jobs received. The Board has been informed that it is the policy of the Government Printing Office to attempt to overclassify material received no matter what specific classification the material carried.

21. The most recent survey which was made of the Government Printing Office's security was made in 1945 by the Cryptographic Security Coordinating Committee. The survey made by that committee showed relatively few instances in which corrective action was necessary. This was similarly true of reports made by the Joint Chiefs of Staff in 1944. Recommendations made as a result of these surveys which were brought to the attention of the Government Printing Office were acted upon by the Government Printing Office to the satisfaction of the inspecting officials.

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