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

Army Declassification 8-B

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

CIRCULAR
No. 273

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 9 September 1948

Effective until 9 March 1950 unless sooner rescinded or superseded

Section

ARMY AUDIT AGENCY—Regional audit offices—Sec. I, Cir. 232, Dept. of the Army, 1948, amended I
CHIEF OF FINANCE—Change of address II
CLASSIFICATION—Certain WD pamphlets regraded III
FIBRIN FOAM AND THROMBIN, HUMAN (MEDICAL ITEM 1-604-785)—Extension of expiration dates IV
TB 5-9340-1—Metascope, Type US/F—Classification announced V
TC TRAINING VESSELS—Rearmament VI
TM 14-509A—Army pay tables—Changed VII
RESCISSION—Certain publications VIII

***I. ARMY AUDIT AGENCY.*—1.** Effective immediately, the address of the Headquarters of the Army Audit Agency is as follows:

Chief, Army Audit Agency
Building T–7
Washington 25, D. C.

2. Effective immediately, the address of the Washington Regional Office, Army Audit Agency, is as follows:

Address	*Regional jurisdiction*
Regional Auditor Washington Regional Office Army Audit Agency Building T–7 Washington 25, D. C.	Military District of Washington

3. Section I, Circular 232, Department of the Army, 1948, is amended accordingly.

[AG 020 (7 Sep 48)]

***II. CHIEF OF FINANCE.*—**Effective immediately, the address of the Chief of Finance is as follows:

Chief of Finance
Building T–7
Washington 25, D. C.
ATTENTION: _____ Division or Branch

[AG 020 (7 Sep 48)]

***III. CLASSIFICATION.*—**Regrading of the security classification of the following War Department pamphlets (31-series) is announced. This supersedes all prior downgrading notices with respect to these documents. Mark all copies and extracts accordingly, quoting appropriate authority and action code.

1. Regraded RESTRICTED order Sec Army by TAG/8L121.

Number	*Date*	*Title*
31–193	5 Oct 44	Party Politics in The Netherlands.
31–179	1 Jul 44	Fascists and Pro-Fascists Elements in Public Positions in Italy.

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2. Regraded UNCLASSIFIED order Sec Army by TAG/8L121.

Number	*Date*	*Title*
31-132	Sep 44	Control, Ownership, and International Relationships of Leading German Combines.
31-137	29 Jul 44	Food Administration for Germany During the Period of Occupation.
31-138	5 Jul 44	Agricultural and Food Program for Germany.
31-150	22 Jul 44	Electric Power Systems of Germany: Planning Guide.
31-153	Jul 44	Oil Allocation and Distribution for Civilian Consumption in Germany.
31-160	1 Jul 44	Wages, Hours, and Working Conditions of Industrial Labor in Germany.
31-162	20 Jun 44	The Organization of Labor Supply in Germany.
31-177	1 Jul 44	Agricultural Production Program for Southern Italy.
31-178	1 Jul 44	Production of Pig Iron and Unfinished Steel in France.
31-180	15 May 44	Archival Repositories in Germany.
31-183	29 Jul 44	The Administration of Justice in France.
31-184	5 Oct 44	The French Police.
31-189	5 Oct 44	The Belgian Police and Gendarmes.
31-190	5 Oct 44	The French Commune as a Unit of Government.
31-191	5 Oct 44	French Pro-Fascist Groups.
31-194	5 Oct 44	The Belgian Underground.
31-196	5 Oct 44	Education in Belgium.
31-197	5 Oct 44	Education in France.
31-198	Sep 44	Current Labor Legislation in France.
31-199	Jul 44	Control of Distribution and Rationing of Foodstuffs in France.
31-218	Mar 45	Committees of Organization in France.

[AG 312.1 (23 Aug 48)]

***IV. FIBRIN FOAM AND THROMBIN, HUMAN (MEDICAL ITEM 1-604-785).*—1.** The dating period for Fibrin Foam and Thrombin, Human (Medical Item 1-604-785) has been established by the National Institute of Health to be 3 years from the date of manufacture. This represents an extension of 1 year over the period formerly set. Accordingly, authority is given to use Fibrin Foam and Thrombin, Human, now in stock with expiration dates in 1947 and 1948, for 1 year after the stated expiration date.

2. Fibrin Foam and Thrombin, Human, bearing expiration dates later than 1948 will not be used beyond the dates shown, since such dates will represent the maximum permissible expiration period.

[AG 742 (24 Aug 48)]

***V. TB 5-9340-1.*—**TB 5-9340-1, 27 February 1948, is classified RESTRICTED.

[AG 300.5 (7 Sep 48)]

***VI. TC TRAINING VESSELS.*—1.** Pending revision of pertinent Army Regulations, the Chief of Transportation is authorized to install, under TC armament specifications, suitable armament on TC vessels assigned for training purposes. Installation of prescribed armament on TC training ships will be accomplished at TC training stations.

2. The Chief of Ordnance will act as technical advisor to the Chief of Transportation in connection with installation of subject armament, and will supply

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the requested armament in accordance with established supply priorities. Armament thus installed will be limited to .50 caliber machine guns, 20-mm. and 40-mm cannon as prescribed in TC armament specifications.

3. Organizational maintenance of installed armament and the training of responsible personnel will be a responsibility of the Chief of Transportation. Weapons may be removed from mounts and stored aboard ship when not required for training. Training armament stored by the Transportation Corps will be maintained and preserved by the Transportation Corps.

4. TC training vessels are those in the zone of interior specifically designated as such by the Chief of Transportation.

[AG 563.91 (26 Aug 48)]

VII. TM 14-509A.—Pending revision of TM 14-509A, 17 September 1946, Note 6 on page 63 of that manual is changed to read as follows:

[6] Officers serving in the grade of lieutenant general shall be entitled while so serving to pay and allowances of a major general and to a personal money allowance of $500 per year. (See sec. 7, act, 16 June 1942 (56 Stat. 362).)

[AG 300.7 (7 Sep 48)]

VIII. RESCISSION.—**1. Tables.**—The following tables are rescinded:

T/O&E No.	*Date*	*Title*	*Changes*
9-38OT	8 Nov 44	Ordnance Floating Maintenance Barge.	C 1, 8 Feb 45
T/O No.			
5-21	1 Apr 42	Engineer General Service Regiment.	C 1, 1 Aug 42 C 2, 29 Aug 42
5-22	1 Apr 42	Headquarters and Headquarters and Service Company, Engineer General Service Regiment.	C 1, 1 Aug 42
5-25	1 Apr 42	Engineer Battalion, General Service Regiment.	C 1, 1 Aug 42
5-26	1 Apr 42	Headquarters and Headquarters Detachment, Engineer Battalion, General Service Regiment.	C 1, 1 Aug 42
5-27	1 Apr 42	Engineer General Service Company.	C 1, 1 Aug 42
5-251	19 Mar 42	Engineer Special Service Regiment.	C 1, 12 May 42
5-252	19 Mar 42	Headquarters and Headquarters and Service Company, Engineer Special Service Regiment.	C 1, 12 May 42
5-255	19 Mar 42	Engineer Battalion, Special Service Regiment.	C 1, 12 May 42
5-256	19 Mar 42	Headquarters and Headquarters Detachment, Engineer Battalion, Special Service Regiment.	C 1, 12 May 42
5-257	19 Mar 42	Construction Company, Engineer Special Service Regiment.	----------

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T/E No.	Date	Title	Changes
5-21M	1 Mar 43	Medical Detachment, Band, and Chaplain, Engineer General Service Regiment.	
5-22	1 Mar 43	Headquarters and Headquarters and Service Company, Engineer General Service Regiment.	C 1, 26 Jul 43 C 2, 14 Sep 43 C 3, 26 Oct 43
5-26	1 Mar 43	Headquarters and Headquarters Detachment, Engineer Battalion, General Service Regiment.	C 1, 14 Sep 43
5-27	1 Mar 43	Engineer General Service Company.	C 1, 26 Jul 43 C 2, 14 Sep 43
T/BA No.			
5	1 Dec 42	Engineers	C 1, 1 Mar 43 C 2, 1 Jun 43

[AG 320.3 (30 Aug 48)]

2. Letter.—Letter, War Department (AGAO–S–B 380.01 (7 Oct 46)), 9 October 1946, pertaining to joint policy for the authorization of approved circuits, is rescinded.

[AG 311.23 (2 Sep 48)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

AGO 427B

U. S. GOVERNMENT PRINTING OFFICE: 1948

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

CIRCULAR
No. 288

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 22 September 1948

Effective until 22 March 1950 unless sooner rescinded or superseded

Section

CLASSIFICATION—C 1, TM 9-1750C, regraded I
INSURANCE—Solicitation at Army installations—Sec. II, Cir. 79, WD, 1947, rescinded II
OFFICER—Removal of officers from active list of Regular Army—AR 605-200 rescinded and AR 605-230 changed III
TM 12-425A—Personnel classification—Changed—Sec. VI, Cir. 56, Dept. of the Army, 1948, rescinded IV

I. CLASSIFICATION.—Regrading of the security classification of C 1, 15 January 1946, TM 9-1750C, Ordnance Maintenance: American Bosch Magnetos MJT7A302, MJT9A304, and MJT9A306 is announced. This supersedes all prior downgrading notices with respect to this document. Mark all copies and extracts accordingly, quoting the following action code:

Regraded UNCLASSIFIED order Sec Army by TAG/8Q 427.
[AG 300.7 (2 Sep 48)]

II. INSURANCE.—**1.** An insurance company licensed in one State and wishing to sell or service insurance at an Army installation located on a Federal reservation in another State shall not be required to obtain a license in the State in which the Army installation is located.

2. The installation commander is authorized to regulate the solicitation of business and to require compliance with such rules of procedure as he shall prescribe.

3. Section II, Circular 79, War Department, 1947, is rescinded.
[AG 019.1 (13 Sep 48)]

III. OFFICER.—Pending revision of appropriate regulations, the following procedure is established for the removal of officers from the active list of the Regular Army, except as noted in paragraph 2*b*:

1. General.—The Army and Air Force Vitalization and Retirement Equalization Act of 1948 (act, 29 Jun 48; Public Law 810—80th Cong.; JAAF Bul. 29, 1948) provides that the Secretary of the Army may for such causes as he deems satisfactory remove any commissioned officer from the active list of the Regular Army in the manner prescribed in that act. Procedure for eliminations pursuant to that act are published herein. Any references to "officers" who are being processed for removal from the active list hereinafter pertains to "officers of the Regular Army."

2. Purpose and scope.—*a.* The purpose of this circular is to vitalize the active list of the Regular Army by providing the means for elimination of officers whose performance of duty, general efficiency, or conduct is such as not to justify retention as officers of the Army, or whose retention as officers of the Army is not justified for other reasons prescribed by the Secretary of the Army.

b. This circular will not be used to accomplish revocation of commissions within the first 3 years after appointment in the Regular Army. The procedure for such action is contained in section I, Circular 19, Department of the Army, 1948.

c. This circular is not intended to be disciplinary, and procedures prescribed herein are not to be used in lieu of trial by court martial or action under the provisions of Article of War 104. However, recurrent trials by court martial or

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recurrent action under Article of War 104 may be cause for taking action under paragraph 3 below.

d. Normally, an officer should be given an opportunity to demonstrate his ability for a reasonable period in his permanent grade, if appropriate, immediately prior to initiation of elimination action for inefficiency.

3. Causes.—In general, an officer will be considered for removal from the active list for any of the following or similar or related causes:

a. A continuous or progressive falling off of the officer's performance of duty over a period of time, which has resulted in a low and unacceptable standard of efficiency in the officer, as reflected in his efficiency ratings.

b. A record of mediocre service, normally extending over a period of not less than 3 years and covered by efficiency ratings rendered by at least two different rating officers during that time.

c. Demonstrated inability to exercise the necessary leadership or command required of an officer of his grade in the Army.

d. Inability or failure to assimilate the technical proficiency required in an officer of the Army.

e. Inability or failure to discharge properly assignments commensurate with his grade and experience.

f. Habitual intemperance or recurrent instances of other personal misconduct.

g. Repeated failure to meet personal financial obligations or to manage properly personal affairs which affect detrimentally the performance of duty of the officer concerned and his usefulness to the service.

h. Any other cause which the Secretary of the Army may determine.

4. Boards of officers.—The separate and distinct boards of officers which will be appointed to take action under the provisions of this circular are as follows:

a. Screening board.

(1) The purpose of this board is to provide for a review of the records of officers on the active list and to determine those officers who should be required to show cause for retention on the active list. The decision to require an officer to show cause for retention shall be based upon his failure to attain minimum standards of performance in consonance with paragraph 3.

(2) The screening board will consist of five general officers and one or more recorders without vote. It will be convened by the Secretary of the Army as soon as practicable and once annually thereafter.

b. Boards of inquiry.

(1) The purpose of these boards is to afford a fair and impartial hearing to any officer selected by the screening board to show cause why he should be retained on the active list.

(2) A board of inquiry will consist of not less than three general officers and one or more recorders without vote. No officer who previously has considered the case or recommended the officer concerned for removal from the active list, or who is to be called as a witness in the case, will be included as a member of a board of inquiry. These boards will be convened at such place or places as the Secretary of the Army may prescribe. Orders announcing the appointment of a board of inquiry will indicate clearly that the board is convened by order of the Secretary of the Army under provisions of the Army and Air Force Vitalization and Retirement Equalization Act of 1948 for

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the purpose of determining the suitability for retention on the active list of officers appearing before it.

c. Board of review.

(1) The purpose of the board of review is to review each case in which a board of inquiry has recommended removal of an officer from the active list and to make recommendations as to the retention of the officer concerned.

(2) The board of review will consist of not less than five general officers and one or more recorders without vote. No officer who previously has considered the case or recommended the removal of the officer concerned from the active list, or who is to be called as a witness in the case, will be included as a member of the board of review. The board will be convened by the Secretary of the Army as he deems appropriate.

d. Board recommendations.—A board appointed under the provisions of *b* or *c* above will recommend:

(1) Retention on the active list, *or*

(2) Removal from the active list.

5. Procedure for removal from the active list.—*a.* Immediately after the promulgation of these provisions and on 1 July of each year thereafter, a screening board, appointed and convened under the provisions of paragraph 4*a*, will review the records of all officers on the active list to determine which of such officers will be required to show cause why they should be retained in the Regular Army.

b. When any commander considers that the manner of performance of duties by an officer under his immediate command or observation is such as to justify the removal of the officer from the active list, he will transmit the prescribed recommendation therefor, together with pertinent supporting evidence and an appropriate efficiency report, through channels to The Adjutant General. If at any time a reclassification board recommends the removal of an officer from the active list and the convening authority of the board concurs, or when other action is recommended by the board, and the convening authority is of the opinion that removal from the active list is warranted, the records in the case will be forwarded to The Adjutant General for referral to the screening board.

c. When the screening board recommends that an officer under its consideration be not required to show cause for retention, the case will be returned without further action to The Adjutant General for notification of the initiating agency.

d. When the screening board recommends that an officer under its consideration be required to show cause why he should be retained on the active list, the complete files in the case, including the recommendation of the screening board, will be transmitted to The Adjutant General, who will notify the appropriate commander of the major command or the head of the administrative or technical service that the officer concerned must show cause for retention on the active list. Such notification will include the reasons for the decision. The commander or the head of the administrative or technical service then will notify the officer concerned and will include in the notification the reasons for the decision and full information concerning the officer's rights as outlined in paragraph 7. Within 10 days subsequent to his receipt of notification, the officer concerned will submit a statement that he understands his rights and that he desires either to—

(1) Appear personally and/or be represented by counsel before a board of inquiry convened under the provisions of this circular, or

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(2) Submit his resignation under the provisions of AR 605-275, or

(3) Apply for voluntary retirement, if eligible.

Upon receipt of the officer's statement, the commander or the head of the administrative or technical service will transmit such statement to The Adjutant General. The information so transmitted will include the names of at least three available general officers recommended for appointment as a board of inquiry, together with a suggested place of meeting for the board. In the event that the required number of qualified general officers is not available, the submitted information will contain, in addition to the names of the available qualified general officers, a request that the Department of the Army make available such other qualified general officers as may be required to bring the case to an expeditious conclusion. The Department of the Army will publish the order appointing the board of inquiry and will refer to it the records in the case.

e. After consideration by the board of inquiry the proceedings and records in each case in which the officer is recommended for removal from the active list will be forwarded to The Adjutant General for referral to the board of review for appropriate action.

f. In cases where the board of inquiry recommends retention on the active list, the proceedings and records will be forwarded to The Adjutant General. The case will thereupon be closed and shall not be subject to further action, except that such officer may again be required to show cause for retention at any future time in accordance with the provisions of this circular.

g. After consideration by the board of review as indicated in *e* above, the cases will be handled as follows:

(1) If the board of review recommends retention, the case shall thereupon be closed and shall not be subject to further action, except that such officer may be required to show cause for retention at any future time in accordance with the provisions of this circular.

(2) If the board of review recommends removal, such recommendation shall be transmitted to the Secretary of the Army for his action thereon.

6. Board procedure.—*a.* Except as otherwise prescribed herein, the boards appointed under the provisions of paragraph 4*b* and *c* will be governed by the applicable provisions of AR 420-5. Members of the boards will be subject to challenge and will be sworn.

b. An officer required to show cause for retention will be permitted to appear in person and/or be represented by counsel, if he so desires, before any board of inquiry or board of review, and shall, at all stages of the proceedings, be allowed full access to, and be furnished copies of records and data pertinent to his case.

c. Testimony or evidence, except efficiency reports and WD AGO Forms 66 (Officer's, Warrant Officer's, and Flight Officer's Qualification Record), for and against the officer concerned normally will be presented in the form of depositions. Subject to the provision that no unreasonable expense to the Government will be incurred, witnesses who are conveniently available may be heard in the case if desired by the board or by the officer concerned. The issuance of transportation requests or the payment of travel allowances or per diem in connection with the appearance of witnesses is not authorized.

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d. No individual shall sit as a member of more than one board in consideration of the case of any one officer.

7. Rights of officer required to show cause for retention.—Upon receipt of notification that an officer under their jurisdiction will be required to show cause for retention on the active list of the Regular Army, commanders and heads of administrative and technical services (see par. 5*d*) will insure that the officer is apprised of the following rights:

a. He may tender his unconditional resignation as provided in AR 605–275 and such resignation, if accepted, will be considered final and conclusive.

b. If eligible, he may apply for voluntary retirement, and such application, if approved, will be considered final and conclusive.

c. He may avail himself of the rights in *a* and *b* above at any time prior to his removal from the active list.

d. He may appear in person and/or be represented by counsel, if he so desires, before any board of inquiry or board of review in his case; he may present any pertinent evidence in his behalf to the mentioned boards; and he shall, at all stages of the proceedings, be permitted full access to and be furnished copies of records relevant to his case.

e. He will be granted such time as is reasonable and necessary to prepare and present his case before the board of inquiry, and in no case will this time be less than 30 days. Commanders will insure that all necessary time is afforded the officer concerned and will render all necessary assistance to expedite this action and to insure that the rights of the officer are protected fully.

8. Final action.—In the case of officers recommended for removal from the active list by the board of review, the action of the Secretary of the Army will be final and conclusive.

9. Rescission.—AR 605–200, 7 February 1935, including C 1, 30 November 1938; and paragraph 14, AR 605–230, 6 September 1945, are rescinded.

[AG 210.8 (15 Aug 48)]

IV..TM 12–425A.—Pending the printing of changes in TM 12–425A, 1 July 1947, that manual, as changed by section III, Circular 48, Department of the Army, 1948, is further changed as follows:

1. Paragraph 17*f*(1)(*a*)2 is amended by adding the following sentence:

See paragraph 22.1 for officers recalled for active duty training.

2. Paragraphs 22.1*a*(2) and 24*c* are rescinded and the following substituted therefor:

22.1*a*(2) *The CMB copy.*—The appropriate Army will request The Adjutant General to forward this copy to Career Management Group (appropriate arm or service), *except for officers recalled for active duty training, in which case The Adjutant General will be requested to forward this copy to the unit to which assigned, to be maintained with the organizational copy.*

24*c. Completion of active duty training of officers commissioned in the Organized Reserve Corps.*—Upon completion of active duty training (see par. 22.1), the qualification records of officers commissioned in the Organized Reserve Corps (other than Air Force Reserve) will be forwarded as follows: The organizational and CMB copies will be reviewed carefully by the unit. The organizational copy

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will be forwarded to the appropriate army for file. The CMB copy will be forwarded direct to The Adjutant General, Washington 25, D. C., Attention: AGPI, for file with the following notation in item 28: "Checked by _____ (appropriate unit) prior to filing in AGO." (See AF Manual 35-0-1 for disposition of Air Force officers' qualification records.)

3. Section VI, Circular 56, Department of the Army, 1948, is rescinded.
[AG 300.7 (24 Aug 48)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

OMAR N. BRADLEY
Chief of Staff, United States Army

AGO 492B

U. S GOVERNMENT PRINTING OFFICE: 1946

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Army declassification

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CIRCULAR
No. 79

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *1 June 1949*

Effective until 1 June 1950 unless sooner rescinded or superseded

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CLASSIFICATION—Certain publications regraded	I
DEPARTMENT OF THE ARMY REORGANIZATION—DA Circular 64, 1948, amended	II
EXTENSION COURSE MATERIAL, EXPEDITION TO CERTAIN ENLISTED RESERVISTS—Section IV, DA Circular 33, 1949, amended	III
HOSPITALIZATION AND MEDICAL CARE—Contractor's employees at oversea installations	IV
INSTALLATION—Reactivated	V
JANAP 114(C)—Joint Call Sign Book for Fixed and Land Radio Stations—Distribution of C 2 announced	VI
JANAP 117(A)—Joint Routing Indicator Book—Distribution of C 2 announced	VII
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OFFICERS' CALL—Distribution of vol. 1, No. 3	IX
ORGANIZATIONS CONSIDERED BY THE ATTORNEY GENERAL TO HAVE INTERESTS IN CONFLICT WITH THOSE OF THE UNITED STATES—DA Circular 338, 1948, amended	X
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WARRANT OFFICERS, UNIT ADMINISTRATOR, MOS 2123—List of T/O&E units changed by addition	XV

***I. CLASSIFICATION.*—1.** Regrading of the security classification of the following Department of the Army publications is announced. This supersedes all prior regrading notices with respect to these documents. Mark all copies, extracts, and changes as follows:

Regraded RESTRICTED order Sec Army by TAG/9B237.

a. Technical manuals.

Number	*Subject*	*Date*
9–220	Repositioning machine M15 (for cal. .50 cartridges).	11 June 45
9–304	57-mm rifles T15E9 and T15E13	25 Jan 45
9–313	75-mm gun M6 and combination gun mount M64.	Jan 48
9–314	75-mm rifle T21	8 Jan 45
9–524	12-inch graphical firing tables	8 Nov 44
9–623	Height finders, 13½-ft., M1 and M1A1	5 Nov 43
9–627	Cable system M12 and off-carriage components of the remote control system M14 (for 6-in. barbette carriages M2 and M4).	18 Feb 44
9–658	Directors M7, M7A1B1, and M7A1B2	6 Jan 44
9–659	Directors M5A1, M5A2, and M5A3	Dec 47
9–729	Light tank T24 (M24)	27 Jun 44
9–731AA	Medium tank M4 (105-mm howitzer) and medium tank M4A1 (76-mm gun).	23 Jun 44
9–731A	Medium tank M4 and M4A1	23 Dec 43
9–731E	Carriage, motor, 105-mm howitzer M7	15 Aug 44
9–735	Medium tanks M26 and M45	Aug 48
9–738	Tank recovery vehicles M32, M32B1, M32B2, M32B3, and M32B4.	9 Dec 43
9–743	Light armored car M8 and armored utility car M20.	21 Feb 44

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Number	Subject	Date
9–745	90-mm gun motor carriage M36B2	28 Jul 45
9–747	155-mm gun motor carriage M40 and 8-inch howitzer motor carriage M43.	Sep 47
9–748	90-mm gun motor carriage M36B1	20 Jan 45
9–749	Carriage, motor, 105-mm howitzer M7B1	9 Aug 44
9–755	76-mm gun motor carriage M18 and armored utility vehicle M39.	25 Apr 45
9–757	Twin 40-mm gun motor carriage M19	7 Jul 45
9–759	Tank, medium, M4A3	15 Sep 44
9–772	Cargo carriers M29 and M29C	4 Aug 45
9–776	Landing vehicle tracked, Mk IV LVT (4)	15 Jun 44
9–792	4-ton, 2-wheel, ammunition trailer M21	5 Feb 45
9–793	Trailer, ammunition, M23 (8-ton, 4-wheel)	12 Aug 44
9–1275	Ordnance maintenance: U. S. rifles, cal. .30 M1, M1C (sniper's), and M1D (sniper's).	Jun 47
9–1312	Ordnance maintenance: 75-mm gun M5 and airplane mount M9.	13 Apr 44
9–1341A	Ordnance maintenance: 240-mm howitzer M1 and carriage M1; 8-inch gun M1 and carriage M2.	6 May 44
9–1341B	Ordnance maintenance: transport wagons M1A1, M2A1, and M3A1 for 240-mm howitzer and 8-inch gun matériel M1.	15 Mar 44
9–1590	Ordnance maintenance: fuze setters for field artillery.	8 Jun 45
9–1622	Ordnance maintenance: desiccation and charging of height finders.	5 Dec 44
9–1623	Ordnance maintenance: height finders, 13½-ft., M1 and M1A1.	27 Nov 43
9–1641	Ordnance maintenance: fuze setter T–15 (M13)	17 Oct 41
9–1642	Ordnance maintenance: remote control system M2.	15 Sep 42
9–1654	Ordnance maintenance: stereoscopic trainers M2, M6, and M7.	8 Mar 45
9–1659	Ordnance maintenance: directors M5, M5A1, and M6.	8 May 44
9–1676	Ordnance maintenance: remote control system M6 (for 120-mm antiaircraft gun mount M1).	19 Mar 45
9–1678	Ordnance maintenance: remote control system M15 (for 40-mm gun carriages M2, M2A1).	31 Jul 44
9–1727K	Ordnance maintenance: hydraulic traversing mechanism for light tank M5 (oil gear).	30 Apr 43
9–1729A	Ordnance maintenance: light tanks M5, M5A1, and M24, 75-mm howitzer motor carriage M8, and twin 40-mm gun motor carriage M19; engines, cooling systems, and fuel systems.	28 Nov 44
9–1729B	Ordnance maintenance: light tank M24 and twin 40-mm gun motor carriage M19—transmission, transfer unit, propeller shafts, controlled differential, and final drives.	10 Feb 45

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Number	Subject	Date
9–1743	Ordnance maintenance: power train, suspension, hull, and turret for light armored car M8 and armored utility car M20.	20 Oct 43
9–1775	Ordnance maintenance: clutch, power take-off, bilge pump, tracks, and suspension and hull for landing vehicles tracked (unarmored) Mk II (LVT) (2), (Armored) Mk II (LVT) (A) (2), (Armored) with turret Mk I (LVT) (A) (1).	12 Feb 44
9–1788	Ordnance maintenance: tractor, high-speed, 38-ton, M6—power train, suspension, body, and equipment.	22 Sept 44

b. Technical bulletins.

Number	Subject	Date
9x–49	Instructions for operation and maintenance of D. D. device.	11 Feb 44
9x–57	Installation and operation of No. 4 device (M19), medium tank M4A1.	21 Feb 44
9x–62	Instructions for operation and maintenance of D. D. device.	28 Mar 44
9x–65	Installation and operation of device T-6 (M19) on M4 series medium tanks.	10 Apr 44
9x–66	Installation and operation of device T–7 on 76-mm gun motor carriage M18.	19 Apr 44
9–314–1	75-mm rifle M20	6 Jul 45
9–1659–3	Directors M5, M5A1, and M6: correction in run-down time for the 40-mm gun.	11 Sep 44
9–1980–51	10-pound incendiary bomb M74	17 May 45
9–2682–1	Board, spotting, M3	1 Jan 42
ORD 237	Gun, automatic, 37-mm, M4, M9, M9A1, and M10: modification record card and holder.	26 Dec 44
ORD 255	Gun, 75-mm, M5 (T13E1), 5MA1, M6, M16 (T9E2), and T9E1; service life of tubes.	22 Feb 45
ORD 263	Neoprene gas check pad	15 Mar 45
ORD 286	240-mm howitzer M1 and carriage M1; 8-inch gun M1 and carriage M2; inspection and servicing of the elevating arc buffer.	12 Apr 45

c. Supply catalogs.

Number	Subject	Date
A–67	Gun, machine, cal. .50, Browning, M3, aircraft, basic—ORD 8.	26 Jan 46
C–60	Gun, 75-mm, M5, AN–M5A1, and M6; mount, gun, airplane, 75-mm, M9 ORD 7.	7 Mar 45
C–60	Gun, 75-mm, AN–M5A1; mount, gun, aircraft, 75-mm, AN–M9—ORD 8.	Aug 46
C–60	Gun, 75-mm, M5 and AN–M5A1; mount, gun, airplane, 75-mm, M9—ORD 9.	7 Mar 45
C–73	Rifle, 57-mm, T15E13 and M18—	
	ORD 7	10 Oct 45
	ORD 8	25 Aug 45
	ORD 9	Apr 48

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Number	Subject	Date
C–74	Rifle, 75-mm, T21 and M20—	
	ORD 7	25 Jan 46
	ORD 8	Jul 46
	ORD 9	Jul 46
F–139	Board, spotting, M2, parts, and equipment	30 Mar 36
F–154	Board, plotting, sound ranging, M1—	
	ORD 7	17 Jun 44
	ORD 8	5 Jun 44
	ORD 9	5 Feb 44
F–160	Circle, aiming, M1—	
	ORD 7	21 Sep 45
	ORD 8	Jun 47
F–167	Director, A. A., M7, M7A1B1, and M7A1B2—	
	ORD 7	1 Aug 45
F–167	Director, A. A., M7A1B1—	
	ORD 8	Dec 46
F–167	Director, A. A., M4, M4A1B1, M4A1B2, M7, M7A1B1 and M7A1B2—	
	ORD 9	5 Sep 44
F–171	Finder, height, 13½-ft., M1 and M1A2—	
	ORD 7	1 Aug 45
	ORD 8	Apr 46
F–171	Finder, height, 13½-ft., M1 (Keuffel and Esser, and Eastman), finder, height, 13½-ft., T9E1, cover, height finder, M404—	
	LAP	15 Mar 43
F–193	Trainer, stereoscopic, M2, M6, and M7—	
	ORD 7	Jul 46
	ORD 8	28 Oct 44
F–193	Trainer, stereoscopic, M2, M3, M6, and M7—	
	ORD 9	27 Jun 44
F–201	Board, spotting, M3 and M7—	
	ORD 7	17 Jul 44
	ORD 8	31 Jan 45
F–201	Board, spotting, M3; Board, spotting, M7—	
	ORD 9	26 Feb 44
F–207	System, remote control, M2, M6, M12, and M13; system, cable, M1—	
	ORD 7	1 Jun 45
F–207	System, remote control, M2, M6, M7, M12, and M13; and system, cable, M1—	
	ORD 8	13 Dec 44
	ORD 9	29 Jun 44
F–207, vol. 1	System, cable, M1—	
	ORD 9	Sep 48
F–208	System, remote control, M15; system, cable, M8—	
	ORD 7	Feb 47
	ORD 9	Nov 48
F–208	System, remote control, M1, M3, M5, and M15; system, cable, M8 and M9—	
	ORD 8	7 Nov 44

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Number	Subject	Date
F-209	Director, A. A., M5, M5A1, M5A2, and M5A3—	
	ORD 7	1 Jul 45
F-209	Director, A. A., M5, M5A1, M5A2, and M6—	
	ORD 8	12 Jan 45
	ORD 9	4 Aug 44
F-211	Setter, fuze, M13 and M18—	
	ORD 7	1 Apr 45
	ORD 8	1 Apr 45
	ORD 9	1 Apr 45
F-237	Table, graphical firing, M23, M24, M25, M26, M26A1, M27, M28, M30, M31, M32, M33, M34, M35, M37, and M38—	
	ORD 7	20 Jan 46
	ORD 8	1 Oct 45
	ORD 9	Jul 46
F-277	System, remote control, M14—	
	OSP & E	2 Nov 43
	ORD 8	Oct 46
F-278	System, cable, M12—	
	ORD 8	25 Aug 44
	ORD 9	20 Feb 45
F-293	Setter, fuze, M22, and M23—	
	ORD 7	8 Dec 45
	ORD 8	24 Nov 44
	ORD 9	24 Nov 44
G-179	Carrier, cargo, M29 (T24), carrier, cargo, M29C (amphibian)—	
	ORD 7	16 Mar 45
G-154, G-179	Carrier, cargo, M28 (T15) (SNL G-154), carrier, cargo, M29 (T24) (SNL G-179), carrier, cargo, M29C (amphibian)—	
SNL		
P-1	ORD 7-8-9	15 Jun 44
	Projectiles, separate loading, 6-in., 155-mm, 8-in., and 240-mm for harbor defense, heavy field, and railway artillery including complete round data—	
	ORD 11	Jun 48
P-2	Charges, propelling, separate loading, 6-in., 155-mm, 8-in., and 240-mm for harbor defense, heavy field, and railway artillery—	
	ORD 11	May 48
P-3	Projectiles, separate loading, 12-in., 14-in., and 16-in., for harbor defense and railway artillery including complete round data—	
	ORD 11	May 48
P-4	Charges, propelling, separate loading, 12-in., 14-in., and 16-in., for harbor defense and railway artillery—	
	ORD 11	May 48
P-5	Ammunition for antiaircraft artillery—	
	C 1, ORD 11	Apr 48

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Number	Subject	Date
P–6	Subcaliber ammunition, for harbor defense, heavy field, and railway artillery— ORD 11	Oct 47
P–7	Fuzes, primers, blank ammunition, and miscellaneous items for antiaircraft, harbor defense, heavy field, and railway artillery— ORD 11	Oct 48
P–8	Ammunition instruction material for antiaircraft, harbor defense, heavy field, and railway artillery, including complete round data— ORD 11	May 48
P–9	Ammunition, obsolete and nonstandard, for harbor defense, heavy field, and railway artillery— ORD 11	Nov 48
P–11	Special ammunition surveillance, testing, inspection, and renovation tools and supplies— Section 1, ORD 5	22 Feb 45
	Section 2, ORD 5	Nov 47
R–1	Ammunition, fixed and semifixed, including subcaliber, for pack, light and medium field, aircraft, tank, and antitank artillery, including complete round data— C 1, ORD 11	Nov 48
R–3	Service fuzes and primers for pack, light, and medium field, aircraft, tank, and antitank artillery— ORD 11	Jun 48
R–4	Ammunition, mortar, including fuzes, propelling charges, and other components— ORD 11	Aug 48
R–6	Ammunition instruction material for pack, light and medium field, aircraft, tank, and antitank artillery— ORD 11	Oct 47
R–8	Ammunition, obsolete and nonstandard, for Group R— ORD 11	Jun 48
S–1	Bombs, aircraft, all types— ORD 11	Feb 49
S–2	Fuzes and miscellaneous explosive components for aircraft bombs— ORD 11	Jan 49
S–3	Fin assemblies and miscellaneous inert components for aircraft bombs— C 1, ORD 11	Oct 48
S–4	Grenades, hand and rifle, and fuzing components, including C 1, July 1948— ORD 11	May 48
S–6	Ammunition instruction material for grenades, pyrotechnics, and aircraft bombs— ORD 11	May 47

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Number	Subject	Date
S–10	Obsolete and nonstandard bombs, grenades, pyrotechnics, and rockets—	
	ORD 11	May 47
T–1	Ammunition, rifle, carbine, and automatic gun—	
	ORD 11	May 48
T–2	Ammunition, revolver, automatic pistol, and submachine gun—	
	ORD 11	Dec 47
T–6	Ammunition, small-arms, obsolete and nonstandard—	
	C 1, ORD 11	Jul 46

[AG 312.1 (4 Apr 49)]

2. Announcement is made of the declassification of ASF Manual M354–5, Civil Affairs Handbook Japan, Section 3: Money and Exchange, November 1944". This supersedes all prior downgrading notices with respect to this document. Holders are directed to cancel classification marks and post their copies as follows:

Regraded UNCLASSIFIED order Sec Army by TAG/9E 127.

[AG 312.1 (24 May 49)]

II. DEPARTMENT OF THE ARMY REORGANIZATION.—Paragraph 6*aw*, appendix, DA Circular 64, 1948, is rescinded and the following substituted therefor:

aw. Supervision and technical control over operation of Department of the Army utility railways.

[AG 453 (21 Feb 49)]

III. EXTENSION COURSE MATERIAL.—Paragraphs 1*a* and *b*, section IV, DA Circular 33, 1949, is rescinded and the following substituted therefor:

a. Upon receipt of student's application to be enrolled in the 10-series, the school will mail the student all lessons in the first three subcourses.

b. After the student has returned the last lesson of the first subcourse, the school will forward him the examination or review for the first subcourse and all lessons for the fourth subcourse.

[AG 352.6 (21 Mar 49)

IV. HOSPITALIZATION AND MEDICAL CARE.—The following memorandum, from the Secretary of Defense, 22 April 1949, is published for the information and guidance of all concerned:

1. Under existing statutes and procurement regulations, the Military Departments have the authority, under certain circumstances, to contract for the hospitalization and medical care of employees of contractors with the United States at overseas locations, as a part of the consideration of such contracts.

2. During the present critical shortage of medical personnel, all practical means should be employed to reduce the workload of the medical departments of the services and to make the most efficient use of available personnel. Accordingly, in negotiating such contracts, it is requested that all procurement authorities in the Military Departments be instructed to avoid, to the extent possible, conditions which would place upon the services the responsibility of providing medical and dental care, and hospitalization, for the contractor's employees.

3. This policy does not apply to preventive medical functions overseas, which should remain the responsibility of the Military Departments.

[AG 701 (16 May 49)]

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V. INSTALLATION.—Effective 1 July 1949, the Pine Bluff Arsenal, Arkansas, a class II installation under the jurisdiction of the Chief, Chemical Corps, will be returned to an active status.
[AG 323.31 (18 Apr 49)]

VI. JANAP 114(C).—C 2, JANAP 114(C), Joint Call Sign Book for Fixed and Land Radio Stations, now being distributed by the Adjutant General is a Joint Chiefs-of-Staff publication and is approved for joint and intra-service use. This publication is effective upon receipt.
[AG 461 (23 Mar 49)]

VII. JANAP 117(A).—C 2, JANAP 117(A), Joint Routing Indicator Book, now being distributed by The Adjutant General, has been approved by the Joint Communications-Electronics Committee for joint use and is approved for intra-Army use. This change is effective upon receipt.
[AG 461 (28 Apr 49)]

VIII. JANAP 123.—JANAP 123, Joint Communication Instructions, Part III, General Procedures, now being distributed by The Adjutant General has been approved for joint and intra-service use. This publication becomes effective as the specific procedure JANAP's are promulgated and become effective.
[AG 461 (27 May 49)]

IX. OFFICER'S CALL.—Distribution of volume I, No. 3, Officer's Call, will not be made until the last week of June 1949.
[AG 461 (20 May 49)]

X. ORGANIZATIONS CONSIDERED BY THE ATTORNEY GENERAL TO HAVE INTERESTS IN CONFLICT WITH THOSE OF THE UNITED STATES.—DA Circular 338, 1948, is amended by adding the following supplementary list of organizations, declared by the Attorney General of the United States to be within the purview of Executive Order 9835, in the appropriate categories:

Fascist:

American Nationalist Party
American National Labor Party
American National Socialist League
American National Socialist Party
Committee for Nationalist Action
National Blue Star Mothers of America
Nationalist Action League

Communist:

Abraham Lincoln Brigade
Action Committee to Free Spain Now
American Committee for Spanish Freedom
American Jewish Labor Council
American Russian Institute, New York
American Russian Institute, Philadelphia
American Russian Institute of Southern California, Los Angeles
Citizens Committee to Free Earl Browder
Citizens Committee for Harry Bridges
Comite Coordinador Pro Republica Espanola
Committee for A Democratic Far Eastern Policy
Commonwealth College, Mena, Arkansas
Detroit Youth Assembly
Hawaii Civil Liberties Committee

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Michigan School of Social Science
North American Committee to Aid Spanish Democracy
North American Spanish Aid Committee
Oklahoma Committee to Defend Political Prisoners
Progressive German-Americans, aka Progressive German-Americans of Chicago
Schappes Defense Committee
Schneiderman-Darcy Defense Committee
United Spanish Aid Committee
Washington Commonwealth Federation

Organizations which have "adopted a policy of advocating or approving the commission of acts of force and violence to deny others their rights under the Constitution of the United States:"

American Christian Nationalist Party
Association of Georgia Klans
Knights of the White Camellia
Original Southern Klans, Incorporated

Organizations which "seek to alter the form of government of the United States by unconstitutional means:"

Industrial Workers of the World
Nationalist Party of Puerto Rico

[A G 000.5 (13 May 49)]

XI. REPORTING ACCIDENTS AND PROCESSING CLAIMS.—1. **Authority for use.**—*a.* Circular A–5 Revised, 18 March 1949, Bureau of the Budget, requires the use of standard forms, listed in this circular, for the reporting of accidents and processing of claims against the Government.

b. Although the promulgated forms are designed chiefly to facilitate the handling of claims filed against the Government under the Federal Tort Claims Act and to provide uniformity in the reporting of accidents, the policy of the Department of the Army is to adopt them in relation to all claims against the Government falling within the provisions of the 25 series of Army Regulations except as described in paragraph 3*c*.

2. Reports of accidents.—Reports of accidents will be prepared on Standard Forms 91 (Operator's Report of Motor Vehicle Accident), 91A (Transcript of Operator's Report of Motor Vehicle Accident), and 92 (Supervisor's Report of Accident), and DA AGO Form 285 (Report of U. S. Army Aircraft Flying Accident), as prescribed in accident reporting procedures contained in SR 385–10–series.

3. Processing of claims.—The following forms will be used in the processing of claims (see AR 25–20):

a. Report of Investigating Officer (Standard Form 93).—This form is to be completed by the claims officer.

b. Statement of Witness (Standard Form 94).—This form is to be completed by persons who witnessed the accident.

c. Claim for Damage or Injury (Standard Form 95).—This form is to be submitted by or on behalf of the person who sustained the damage or injury, except as to claims based upon the Foreign Claims Act (see AR 25–90) and upon the Military Personnel Claims Act of 1945 (see AR 25–100) wherein the continued use of appropriate Department of the Army forms for the submission of claims is authorized.

d. Settlement Agreement (Standard Form 96).—This form is to be executed by the claimant only in those cases where the amount of the settlement is less than the amount claimed on Standard Form 95.

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Memorandum	Subject	Superseded by—
1946		
130–5–3	Report of Cumulative Obligations for the National Guard by States (Reports Control Symbol WDSNG–1).	SR 130–35–10.
180–40–1	Requests for alterations and repairs in buildings occupied by War Department activities within Military District of Washington.	Adm Memo 4, 1949.
310–46 20 Jun 46	Special Message Receipt and Record, WD AGO Forms 0902 and 0903.	Memo 310–10–11
350–3300–1	Enrollment Report for Section 55C NDA Units (Reports Control Symbol AG–25).	C 1, AR 350–3300.
480–5–2	Policy regarding trial by court martial of members of merchant marine.	SR 22–60–5.
600–375–3	Notice of change—General Prisoners (WDAGO Form 238).	SR 600–335–4.
600–750–1	Recruiting Fiscal Report (Reports Control Symbol AG–19).	SR 615–105–2.
1947		
100–80–5	Repairs and utilities supply	SR 420–70–1.
330–29–1	Machine records codes—Organization status.	SR 330–130–1.
1948		
20–10–12	Special subject for inspections: economy in construction, procurement, and supply.	SR 20–10–102.
330–20–1	Machine records codes—Type of change code.	SR 330–225–1.
330–91–1 including C 1.	Machine records codes—Machine records unit number.	SR 330–150–1.
600–750–11, including C 1 and C 2.	Enlistments in Army Security Agency.	SR 615–120–52.
700–10–18	Oversea Command Forecast of Requirements (Reports Control Symbol CSGSP–105).	SR 730–20–5.

[AG 300.5 (31 May 49)]

XIV. RESCISSION.—The following publications are rescinded:

1. Section VIII, DA Circular 7, 1948, pertaining to release of press information concerning escaped prisoners.
[AG 253.6 (10 May 49)]

2. Section VI, DA Circular 22, 1948, pertaining to report of registered cryptographic material (Reports Control Symbol CSGAS–5). Information now contained in TM 32–225.
[AG 380.01 (10 May 49)]

3. TM 11–1455, 28 December 1944, Preventive Maintenance Manual, Radar Set AN/CPS–5.
[AG 300.7 (5 Apr 49)]

4. WD Pamphlet 21–19, 1 September 1944, How to Hatch a Nest Egg.
[AG 461 (29 Apr 49)]

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5. Memorandum 180–44, 25 November 1944, Army Headquarters Commandant Functions.
[AG 020 (1 Jun 49)]

6. Memorandum 600–44, 11 September 1944, Jay-Walking.
[AG 010.8 (1 Jun 49)]

XV. WARRANT OFFICERS, UNIT ADMINISTRATOR, MOS 2123.—**1.** *a.* DA Circular 25, 1949, announced the establishment of the unit administrator career warrant, and prescribed the procedure for application, screening, selection, and appointment of qualified persons in both the permanent and temporary grade of warrant officer (junior grade) to perform the duties of this career warrant.

b. The use of warrant officer personnel of this career warrant is restricted to infantry, field artillery, antiaircraft artillery, armored cavalry, combat engineer, and chemical mortar battalion units of company, or similar size.

2. The purpose of this circular is to list the company, or similar size, T/O & E units which are changed by the addition of one warrant officer, unit administrator, MOS 2123.

3. *a.* The change to each table of organization and equipment listed herein is automatic, but actual reorganization of any unit thereunder will be accomplished only by specific authority of Headquarters, Department of the Army.

b. Upon receipt of this circular, commanders having troop basis responsibility will submit to Headquarters, Department of the Army (ATTN: Director of Organization and Training, GSUSA), recommendations for reorganization of all units under their jurisdiction which are affected thereby, together with recommendations for such other reorganizations as may be necessary to accomplish the change within existing personnel authorizations.

4. In many cases, tables of organization and equipment listed in paragraph 7 have, in addition to the numerical designation, a letter suffix "N," "S," "T," or "OS." Currently, some units may be organized under a specifically listed T/O & E numerical designation, with one of the letter suffixes referred to above. The addition of the warrant officer position, unit administrator, as prescribed in this circular, is applicable to all units organized under the listed numerical designation, regardless of the letter suffix.

5. The warrant officer position, unit administrator, MOS 2123, will appear in future published revisions of the tables of organization and equipment listed in paragraph 7.

It should be noted that inclusion of this new position will change the "Recapitulation of SSN" for officers in each table, and this change will become cumulative in tables of the higher units. For example: In the Infantry Battalion, T/O & E 7–15N, the officer SSN recapitulation will be changed by the addition of five warrant officers as a result of the officer SSN recapitulation of each of the five integral companies having been changed by the addition of one warrant officer.

6. The addition of these warrant officer unit administrator positions will not change equipment sections of tables of organization and equipment referred to in paragraph 7 until such time as published revisions of these tables are accomplished.

7. One warrant officer space, unit administrator, MOS 2123, is added to each of the following:

T/O & E No.	*Title*
2–26	Headquarters and Headquarters and Service Troop, Cavalry Reconnaissance Squadron, Mechanized.
2–27	Cavalry Reconnaissance Troop, Mechanized.

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T/O & E No.	Title
2–28	Cavalry Assault Gun Troop, Mechanized.
3–26	Headquarters and Headquarters Company, Chemical Mortar Battalion.
3–27	Mortar Company, Chemical Mortar Battalion.
5–16	Headquarters, Headquarters and Service Company, Engineer Combat Battalion, Divisional.
5–17	Engineer Combat Company, Divisional.
5–36	Headquarters, Headquarters and Service Company, Engineer Combat Battalion, Army.
5–37	Engineer Combat Company, Army.
5–192	Headquarters and Headquarters Company, Engineer Combat Group.
5–216	Headquarters, Headquarters and Service Company, Armored Engineer Battalion.
5–217	Armored Engineer Company.
5–218	Bridge Company, Armored Engineer Battalion.
5–226	Headquarters and Headquarters and Service Company, Airborne Engineer Battalion.
5–227	Parachute Company, Airborne Engineer Battalion.
5–228	Glider Company, Airborne Engineer Battalion.
5–510–1	Headquarters and Headquarters Company, Engineer Special Brigade.
5–512	Headquarters and Headquarters Company, Engineer Boat and Shore Regiment.
5–516	Headquarters and Headquarters Company, Engineer Boat Battalion.
5–517	Engineer Boat Company.
5–526	Headquarters and Headquarters Company, Shore Battalion, Engineer Boat and Shore Regiment.
5–527	Engineer Shore Company.
5–557	Engineer Boat Maintenance Company.
5–558	Engineer Heavy Maintenance Company, Engineer Boat Maintenance Battalion.
6–10–1	Headquarters and Headquarters Battery, Division Artillery, Infantry Division.
6–12	Headquarters and Headquarters Battery, Field Artillery Group.
6–20–1	Headquarters and Headquarters Battery, Motorized, Field Artillery Brigade.
6–26	Headquarters and Headquarters Battery, Field Artillery Battalion, 105-mm Howitzer, Truck-Drawn.
6–27	Field Artillery Battery, Field Artillery Battalion, 105-mm Howitzer, Truck-Drawn.
6–29	Service Battery, Field Artillery Battalion, 105-mm Howitzer, Truck-Drawn.
6–50–1	Headquarters and Headquarters Battery, Motorized, Corps Artillery.
6–56	Headquarters and Headquarters Battery, Motorized, Field Artillery Battalion, 155-mm Gun, 8-Inch Howitzer, or 240-mm Howitzer, Truck-Drawn, or Tractor-Drawn, or Self-Propelled.

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T/O & E No.	Title
6–57	Field Artillery Battery, Motorized, 155-mm Gun, Truck-Drawn.
6–59	Service Battery, Motorized, Field Artillery Battalion, 155-mm Gun, 8-Inch Howitzer, or 240-mm Howitzer, M1918, Modified, Truck-Drawn.
6–67	Field Artillery Battery, 8-Inch Howitzer, Motorized, Truck-Drawn.
6–76	Headquarters and Headquarters Battery, Field Artillery Observation Battalion.
6–77	Field Artillery Observation Battery.
6–86	Headquarters and Headquarters Battery, Field Artillery Battalion, 4.5-Inch Rocket, Truck-Drawn.
6–87	Field Artillery Battery, 4.5-Inch Rocket, Truck-Drawn.
6–127	Field Artillery Battery, Motorized, 155-mm Gun, Self-Propelled.
6–129	Service Battery, Motorized, Field Artillery Battalion, 155-mm Gun, Self-Propelled.
6–160–1	Headquarters and Headquarters Battery, Division Artillery, Armored Division.
6–166	Headquarters and Headquarters Battery, Field Artillery Battalion, 105-mm Howitzer, Self-Propelled, Armored.
6–167	Field Artillery Battery, Field Artillery Battalion, 105-mm Howitzer, Self-Propelled, Armored.
6–169	Service Battery, Field Artillery Battalion, 105-mm Howitzer, and 155-mm Howitzer, Self-Propelled, Armored.
6–176	Headquarters and Headquarters and Service Battery, Field Artillery Battalion, 75-mm Howitzer, Truck-Drawn.
6–177	Field Artillery Battery, 75-mm Pack Howitzer, Truck-Drawn.
6–186	Headquarters and Headquarters and Service Battery, Field Artillery Battalion, 75-mm Howitzer, Pack, Mountain.
6–187	Field Artillery Battery, 75-mm Howitzer, Pack, Mountain.
6–196	Headquarters and Headquarters Battery, Field Artillery Battalion, 155-mm Howitzer, Self-Propelled, Armored.
6–197	Field Artillery Battery, Field Artillery Battalion, 155-mm Howitzer, Self-Propelled, Armored.
6–200–1	Headquarters and Headquarters Battery, Division Artillery, Airborne Division.
6–216	Headquarters and Headquarters and Service Battery, Field Artillery Battalion, 75-mm Pack Howitzer, Parachute.
6–217	Field Artillery Battery, 75-mm Pack Howitzer, Parachute.
6–218	Field Artillery Battery, Antiaircraft and Antitank, Parachute.
6–226	Headquarters and Headquarters and Service Battery, Field Artillery Battalion, 75-mm Pack Howitzer, Glider.
6–227	Field Artillery Battery, 75-mm Pack Howitzer, Glider.
6–229	Service Battery, Field Artillery Battalion, 105-mm Howitzer, Motorized, Truck-Drawn, Airborne.
6–327	Field Artillery Battery, Motorized, 105-mm Howitzer, Tractor-Drawn.
6–329	Service Battery, Motorized, Field Artillery Battalion, 105-mm Howitzer, Tractor-Drawn.

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T/O & E No.	Title
6-336	Headquarters and Headquarters Battery, Field Artillery Battalion, 155-mm Howitzer, Tractor-Drawn.
6-337	Field Artillery Battery, Field Artillery Battalion, 155-mm Howitzer, Tractor-Drawn.
6-339	Service Battery, Field Artillery Battalion, 155-mm Howitzer, Tractor-Drawn.
6-357	Field Artillery Battery, Motorized, 155-mm Gun, Tractor-Drawn.
6-359	Service Battery, Motorized, Field Artillery Battalion, 155-mm Gun, 8-inch Gun, 8-inch Howitzer, or 240-mm Howitzer, Tractor-Drawn.
6-367	Field Artillery Battery, 8-Inch Howitzer, Motorized, Tractor-Drawn.
6-397	Field Artillery Battery, Motorized, 240-mm Howitzer, or 8-Inch Gun, Tractor-Drawn.
6-437	Field Artillery Battery, Motorized, 155-mm Howitzer, Self-Propelled.
6-439	Service Battery, Motorized, Field Artillery Battalion, 155-mm Howitzer, Self-Propelled.
6-457	Field Artillery Battery, Motorized, 155-mm Gun, Self-Propelled.
6-459	Service Battery, Motorized, Field Artillery Battalion, 155-mm Gun, 8-Inch Gun, 8-Inch Howitzer, or 240-mm Howitzer, Self-Propelled.
6-467	Field Artillery Battery, Motorized, 8-Inch Howitzer, Self-Propelled.
6-497	Field Artillery Battery, Motorized, 8-Inch Gun, or 240-mm Howitzer, Self-Propelled.
7-2	Headquarters Company, Infantry Division.
7-12	Headquarters and Headquarters Company, Infantry Regiment.
7-13	Service Company, Infantry Regiment.
7-14	Infantry Heavy Mortar Company.
7-16	Headquarters and Headquarters Company, Infantry Battalion.
7-17	Infantry Rifle Company.
7-18	Infantry Heavy Weapons Company.
7-19	Infantry Antitank Company, 57-mm Gun.
7-26	Headquarters, Headquarters and Service Company, Armored Infantry Battalion.
7-27	Rifle Company, Armored Infantry Battalion.
7-32	Headquarters and Headquarters Company, Infantry Regiment, Parachute.
7-33	Service Company, Infantry Regiment, Parachute.
7-34	Support Company, Airborne Infantry Regiment.
7-36	Headquarters and Headquarters Company, Infantry Battalion, Parachute.
7-37	Infantry Rifle Company, Parachute.
7-38	Heavy Weapons Company, Airborne Infantry Regiment.
7-42	Headquarters, Headquarters and Service Company, Infantry Regiment (Special), Military District.
7-44	Ceremonial Company (Special), Military District.

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T/O & E No.	Title
7-46	Headquarters and Headquarters Detachment, Infantry Battalion (Special), Military District.
7-47	Infantry Rifle Company (Special), Military District.
7-52	Headquarters and Headquarters Company, Infantry Regiment, Glider.
7-53	Service Company, Infantry Regiment, Glider.
7-56	Headquarters and Headquarters Company, Infantry Battalion, Glider.
7-57	Infantry Rifle Company, Glider.
7-58	Infantry Heavy Weapons Company, Glider.
7-59	Infantry Antitank Company, Glider.
7-96	Headquarters, Headquarters and Service Company, Infantry Battalion, Separate.
17-2	Headquarters Company, Armored Division.
17-17	Light Tank Company.
17-20-1	Headquarters and Headquarters Company, Combat, or Reserve Command, Armored Division.
17-26	Headquarters, Headquarters and Service Company, Medium Tank Battalion.
17-27	Medium Tank Company.
17-36	Headquarters, Headquarters and Service Company, Heavy Tank Battalion.
17-37	Heavy Tank Company.
17-46	Headquarters, Headquarters and Service Company, Reconnaissance Battalion, Armored Division.
17-52	Headquarters and Headquarters Company, Armored Cavalry Regiment (Light).
17-53	Service Company, Armored Cavalry Regiment (Light).
17-56	Headquarters and Headquarters Company, Reconnaissance Battalion, Armored Cavalry Regiment (Light).
17-57	Reconnaissance Company.
17-58	Assault Gun Company, Reconnaissance Battalion, Armored Cavalry Regiment (Light).
17-116	Headquarters and Headquarters and Service Company, Amphibian Tank Battalion.
17-117	Amphibian Tank Company.
17-126	Headquarters and Headquarters and Service Company, Amphibian Tractor Battalion.
17-127	Amphibian Tractor Company.
20-200-2	Headquarters Troop, Constabulary.
20-210-1	Headquarters and Headquarters Troop, Constabulary Brigade.
20-212	Headquarters and Headquarters and Service Troop, Constabulary Regiment.
20-214	Light Tank Troop, Constabulary.
20-216	Headquarters and Headquarters and Service Troop, Constabulary Squadron.
20-217	Constabulary Troop, Constabulary Squadron.
44-10-1	Headquarters and Headquarters Battery, Antiaircraft Artillery Brigade.
44-12	Headquarters and Headquarters Battery, Antiaircraft Artillery Group.

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T/O & E No.	Title
44–16	Headquarters and Headquarters Battery, Antiaircraft Artillery Battalion (90-mm).
44–17	Antiaircraft Artillery Gun Battery (90-mm).
44–26	Headquarters and Headquarters Battery, Antiaircraft Artillery Automatic Weapons Battalion, Mobile.
44–27	Antiaircraft Artillery Automatic Weapons Battery, Mobile.
44–76	Headquarters and Headquarters Battery, Antiaircraft Artillery Automatic Weapons Battalion, Self-Propelled.
44–77	Antiaircraft Artillery Automatic Weapons Battery, Self-Propelled.
44–116	Headquarters and Headquarters Battery, Antiaircraft Artillery Gun Battalion, (120-mm).
44–117	Antiaircraft Artillery Gun Battery (120-mm).
44–126	Headquarters and Headquarters Battery, Antiaircraft Artillery Automatic Weapons Battalion, Semimobile.
44–127	Antiaircraft Artillery Automatic Weapons Battery, Semimobile.
44–200–1	Headquarters and Headquarters Battery, Army Antiaircraft Artillery.
44–276	Headquarters and Headquarters Battery, Airborne Antiaircraft Battalion.
44–277	Automatic Weapons Battery, Airborne Antiaircraft Battalion.
44–278	Machine Gun Battery, Airborne Antiaircraft Battalion.
71–2	Headquarters Company, Airborne Division.
100–2	Headquarters Company, Corps.
200–2	Headquarters Company, Army.

[AG 210.01 (24 May 49)]

BY ORDER OF THE UNDER SECRETARY OF THE ARMY:

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

AGO 2296B

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Cir 144

CIRCULAR
No. 144

WAR DEPARTMENT
WASHINGTON 25, D. C., 6 June 1947

Effective until 6 December 1948 unless sooner rescinded or superseded

	Section
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RECORDS—Disposition of certain files pertaining to temporary appointments of warrant officers	V
SOLDIERS' DEPOSITS—Collection and repayments—Sec. VII, WD Cir. 133, 1947, corrected	VI
TM 38–410—Army Air Forces base supply procedure—Changed	VII

I. ATOMIC ENERGY ACT.—1. The Atomic Energy Act (Public Law 585 79th Cong.) provides that all violations of the act shall be investigated by the Federal Bureau of Investigation of the Department of Justice. The Federal Bureau of Investigation is the only authorized agency for investigating such violations.

2. It is directed that each instance of a possible violation of the Atomic Energy Act be reported immediately to the nearest office of the Federal Bureau of Investigation and directly to Intelligence Division, War Department General Staff.

3. For the guidance of all concerned, "Jurisdiction of the Federal Bureau of Investigation under the Atomic Energy Act," which outlines violations of the Atomic Energy Act, is reprinted below.

JURISDICTION OF THE FEDERAL BUREAU OF INVESTIGATION UNDER THE ATOMIC ENERGY ACT

The Atomic Energy Act states that all violations of the Act should be investigated by the Federal Bureau of Investigation. In general, the violations are as follows:

A. DISSEMINATION OF RESTRICTED DATA (Sections 1801 to 1819 of Title 42, United States Code)

1. The communication, transmission, or disclosure of restricted data, or attempts or conspiracy to do so, with intent to injure the United States or with intent to secure an advantage to any foreign nation.
2. The communication, transmission, or disclosure of restricted data, or attempts or conspiracy to do so, with reason to believe that such data will be utilized to the injury of the United States or to secure an advantage to any foreign nation.
3. Acquiring, or attempts or conspiracy to acquire, any items involving or incorporating restricted data, with intent to injure the United States or to secure an advantage to any foreign nation.
4. Removal, concealment, tampering with, altering, mutilating, or destroying any item involving or incorporating restricted data and used by anyone in connection with the production of fissionable material, or research or development relating to atomic energy, conducted by the United States, or financed in whole or in part by Federal funds, or conducted with the aid of fissionable material, with intent to injure the United States or to secure an advantage to any foreign nation.

(The above violations are similar to the General Espionage and Sabotage Sections.)

B. PRODUCTION OF FISSIONABLE MATERIAL

1. It shall be unlawful for any person to own any facility for the production of fissionable material or for any person to produce fissionable material except to the extent authorized by the Atomic Energy Commission.

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2. It shall be unlawful, unless authorized by the Commission, for any person to manufacture, produce, transfer or acquire any facility for the production of fissionable material.

(It does not apply, however, to require a license for research and development in the United States, as specified in Section 3 of the Atomic Energy Act, or to prohibit the Commission from producing such facilities for its own use.)

3. It shall be unlawful for any person, after sixty days from the effective date of this Act, to (1) possess or transfer any fissionable material, except as authorized by the Commission, or (2) export from or import into the United States any fissionable material, or (3) directly or indirectly engage in the production of any fissionable material outside of the United States.

4. It shall be unlawful for any person to manufacture, produce, transfer or acquire any equipment or device utilizing fissionable material or atomic energy as a military weapon, except as may be authorized by the Commission.

(Nothing in this subsection shall be deemed to modify the provisions of Section 4, which relates to the production of fissionable material, or to prohibit research activities in respect to military weapons, or to permit the export of any such equipment or device.)

5. Unless authorized by a license issued by the Commission, no person may transfer or deliver, receive possession of or title to, or export from the United States, any source material after removal from its place of deposit in nature, except that licenses shall not be required for quantities of source materials which, in the opinion of the Commission, are unimportant.

Violations of the Atomic Energy Act include any persons who commit the above-mentioned violations, whether they be private citizens, Atomic Energy Commission employees, Government employees, or members of the armed forces.

The Atomic Enegry Act will cover the possession, illegally, of photographs pertaining to the atomic bomb and any other facility which has been classified "restricted" by the Atomic Energy Commission. It also applies to any unauthorized person having in his possession replicas of the bomb or other material classified and used in connection with the Atomic Energy Program. The Act further applies to employees of atomic energy installations revealing restricted or classified data to unauthorized persons or the permitting of unauthorized persons into restricted areas.

[AG 000.91 (28 May 47)]

II..CLASSIFICATION.—1. The security classifications of Army Service Forces Monthly Progress Reports. and Progress Reports, Service, Supply, and Procurement Division, War Department General Staff, issued on or before 30 April 1947, have been reviewed and regraded as indicated below. This action supersedes all prior notices of downgrading of the specified documents.

a. Army Service Forces, Monthly Progress Reports, 1942–46, inclusive:

(1) Regraded SECRET:

(*a*) Section 7, Health: Issue dated 31 December 1945.

(*b*) Section 17, Demobilization Planning: All issues.

(2) Regraded CONFIDENTIAL: Section 20 (ORD, SIG, ENG, CWS, MED, QM, TC) Supply Control: Issues dated 1946.

(3) Regraded RESTRICTED: All issues of numbered sections not excepted by (1) and (2) above.

b. Service, Supply, and Procurement Division, War Department General Staff, Progress Reports, 1946:

(1) Regraded SECRET:

(*a*) Section 2, Logistic Planning: All issues.

(*b*) Section 3–D, Program of Installations, volume II: Issue dated 31 August 1946.

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(2) Regraded CONFIDENTIAL:

(*a*) Section 3–D, Program of Installations, volume I: All issues.

(*b*) Section 4–B (ORD, SIG, ENG, CC, MED, QM, TC) Supply Control Studies: All issues.

(3) Regraded RESTRICTED: All issues (1946) of numbered sections not excepted by (1) and (2) above.

c. Service, Supply, and Procurement Division, War Department General Staff, Progress Reports, January–April 1947, inclusive:

To be regraded RESTRICTED on dates indicated below:

(1.1) 1 July 1947: Issues dated 31 January 1947.

(1.2) 1 August 1947: Issues dated 28 February 1947.

(1.3) 1 September 1947: Issues dated 31 March 1947.

(1.4) 1 October 1947: Issues dated 30 April 1947.

2. All copies and extracts, the classification of which is changed by the above action, and which are not being destroyed under the provisions of paragraph 13, AR 15–15, will be amended accordingly, citing as downgrading authority "WD AGAD 7F10."

[AG 312.1 (2 June 47)]

III..FORMS.—1. Bureau of the Budget Circulars A–17 revised and A–22 Revised, 25 April 1947, are reprinted below for the information and guidance of all personnel concerned with the provisions of AR 310–100.

2. In reference to paragraph 3, Circular No. A–22, recomendations for approval and issuance of optional forms will be submitted to the Bureau of the Budget through The Adjutant General.

April 25, 1947

CIRCULAR NO. A–17
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Clearance of Standard Forms

This revision of Circular No. A–17 replaces and rescinds Circular No. A–17, dated August 1, 1943. In addition to simplifying the language of the previous circular, it extends the application of the circular to any form prescribed by one department or establishment for use by other departments or establishments.

1. *Purpose.* The purpose of this circular is to prescribe a uniform procedure whereby any department or establishment may recommend to the Bureau of the Budget that a standard form be prescribed to meet a problem which concerns more than one government agency. The purpose of standardization of forms is to secure economy in the designing, printing, storing, distribution, and use of forms as well as to insure reasonable uniformity in the procedures employed by all agencies in dealing with common problems.

2. *Definition and use of standard forms.* Any form prescribed by a department or establishment for mandatory use by other departments or establishments shall hereafter be known as a "Standard Form." Except for such forms currently in use (whether or not labeled as standard forms) and forms promulgated by the General Accounting Office (See Paragraph 4), no department or establishment shall be required to use any such form unless it has been approved by the Bureau of the Budget in accordance with the procedure described below and is identified as a standard form. The provisions of this circular do not apply to *public use* forms subject to, or specifically excluded from, provisions of the Federal Reports Act of 1942.

3. *Clearance and issuance.* All proposed standard forms and revisions thereof shall be submitted to the Bureau of the Budget for approval prior to their promulgation. The submission of each such proposal shall be by means of Standard Form No. 83. (Agencies may use copies of Bureau of the Budget Form No. DSS37 in lieu thereof as long as they have a supply of that form.) Forms falling within the above definition of standard forms and now in use may be continued, but when any such form is hereafter proposed to be revised or reprinted, it shall be submitted

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to the Bureau of the Budget for approval in the manner prescribed herein. Upon approval of any standard form, the Bureau of the Budget will assign a standard form identification number and authorize promulgation of the form for mandatory use. Each standard form, when printed, will carry a standard form number, will identify the department or establishment responsible for promulgation, and will show the expiration date, if any, unless omission of it be authorized by the Bureau of the Budget. After the form has been prescribed, no exception and no use of a substitute form may be authorized by any department or establishment without advance approval by the Bureau of the Budget. Any agency which desires to secure an exception to the use of a prescribed standard form should make its request to the Bureau of the Budget through the agency which promulgated the form. Upon withdrawal of the Bureau of the Budget approval of any standard form now or hereafter in use, it shall cease to be a standard form.

4. *Forms issued by the General Accounting Office.* The above provisions do not apply to forms issued by the General Accounting Office under authority conferred upon that office by Section 309 of the Budget and Accounting Act, 1921, or other statutes.

5. *List of current Standard Forms.* For a list of many standard forms currently in effect (including those promulgated by the General Accounting Office), see the most recent edition of "Standard Forms and Miscellaneous Supplies Catalog," issued by the Government Printing Office.

JAMES E. WEBB
Director

(No. A–17)

April 25, 1947

CIRCULAR NO. A–22

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Clearance of Optional Forms

1. *Purpose.* This circular prescribes a uniform procedure whereby forms applicable in the operations of two or more departments or establishments or parts thereof may be adopted as optional forms for use by such agencies as desire to use them. This procedure is established in order to permit economies in design, printing, storage, and distribution through standardization of forms that can be used in more than one organizational unit.

2. *Definition and use of Optional Forms.* Any form applicable in the operations of two or more departments or establishments, or parts thereof, which is approved by the Bureau of the Budget for optional use on a government-wide basis shall be known as an Optional Form. Such forms will be printed by the Government Printing Office and stocked by the Government Printing Office or the Bureau of Federal Supply and may be requisitioned by any agency desiring to adopt the forms for their own use. Optional Forms differ from Standard Forms in that their use is not mandatory throughout the Government.

3. *Clearance and issuance.* Any department or establishment or part thereof may submit a proposed optional form to the Bureau of the Budget for approval. The submission of each such proposal shall be by means of Standard Form No. 83. (Agencies may use copies of Bureau of the Budget Form DSS37 in lieu thereof so long as they have a supply of that form.) Upon approval of any optional form the Bureau of the Budget will assign an Optional Form Number. Each optional form, when printed, will carry an optional form number, will identify the organizational unit responsible for its initiation, and will show the expiration date, if any. When the form has thus been established, the organizational unit responsible for its initiation will use the form, as will such other agencies as may find its use economical and efficient. An Optional Form may be subsequently made a Standard Form, in which case its use will become mandatory. Any agency which desires to revise or amend an optional form should make its request to the Bureau of the Budget through the agency which initiated the form.

4. *List of current Optional Forms.* The Government Printing Office will include a list of optional forms with the list of standard forms in its "Standard Forms and Miscellaneous Supplies Catalog."

JAMES E. WEBB
Director

[AG 315 (4 Jun 47)]

(No. A–22)

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IV..FM 21-26.—The last reprinting of FM 21-26, Advanced Map and Aerial Photograph Reading, 23 December 1944, was assembled omitting pages 67-70, inclusive. Units with such copies of this publication on hand should requisition the missing pages as FM 21-26 (Errata Sheet) in same quantity as basic manual through the appropriate supply channels.
[AG 300.7 (27 May 47)]

V..RECORDS.—1. During the period 1942 through 1945, certain commanders were authorized to appoint enlisted men as temporary warrant officers (junior grade) under the provisions of AR 610-15 (editions of 12 August 1942, 27 February 1943, and 15 September 1944). As a result, files containing applications for appointment, board proceedings, and related papers were accumulated by appointing authorities.

2. The following disposition will be made of such files covering the period stated:

a. Files pertaining to personnel who were appointed warrant officers will be forwarded to The Adjutant General, Attention: AGPI-O.

b. Files pertaining to nonappointees will be destroyed after the following papers are withdrawn and forwarded to Chief, Demobilized Personnel Records Branch, Bldg. 105, Records Administration Center, AGO, 4300 Goodfellow Blvd., St. Louis 20, Mo.:

(1) Reports of physical examination and any other papers pertaining to physical condition of applicants.

(2) Original copies of letters of recommendation, diplomas, and other documents submitted with applications.

[AG 313.6 (29 May 47)]

VI..SOLDIERS' DEPOSITS.—So much of paragraph 2, section VII, WD Circular 133, 1947, as reads "TM-704" is corrected to read "TM 14-704."
[AG 300.7 (5 Jun 47)]

VII..TM 38-410.—Pending the printing of changes in TM 38-410, 1 January 1946, procedures therein requiring the assignment of alphabetical prefixes "C," "D," or "I" to vouchers to the stock record account are rescinded.
[AG 300.7 (1 May 47)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

AGO 2517B

U. S. GOVERNMENT PRINTING OFFICE: 1947

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SECURITY ADVISORY BOARD
FEB 1 71947

ARMY REGULATIONS
No. 380-5

WAR DEPARTMENT
WASHINGTON 25, D. C., 15 August 1946

SAFEGUARDING MILITARY INFORMATION

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

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*This pamphlet supersedes AR 380-5, 6 March 1946.

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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 announced 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.

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

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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 Director of Intelligence,

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War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the army commander concerned.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permadefense 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 subparagraph (13), 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 prejudical 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 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 60(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. 1998; M. L., 1929, sec. 1925).*
(16) Certain information relative to specific quantities of war reserves.
(17) Photographs, negatives, photostats, diagrams, or models of confidential matter.

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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 will 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*.

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.

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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 Air Forces, the Commanding General of the Army Ground Forces, a director of a division 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, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel 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 matériel 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.

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.

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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 to 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 Air Forces, Army Ground Forces, and chiefs of technical services, 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.

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.

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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 600-10 and AR 600-700.

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 Director of Intelligence, 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 Director of Intelligence, 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 Air Forces, Army Ground Forces, and chiefs of technical services.

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 24*b*.

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 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.

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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 acknowledgment 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 conspiciously marked or stamped, *not typed*, top secret, secret, confidential, or

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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 material 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 11c.

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 85b(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 mater will be handled and transmited 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 insure 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 26*b* 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 26*b* 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 26*d*(1) will be adhered to.

(*c*) *Security of confidential documents.*—The same precautions as prescribed in paragraph 26*e* 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 separarte 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 will 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 of 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—Documents (or Devices)—Post or 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 (Seminnnual or 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 Mililtary 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 crytographic 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

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be permitted actually to perform cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

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 31c 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:

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

(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 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 will be governed by the provisions of paragraph 54.

g. If time and availability of personnel permit, the cryptographed text of messages will 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 will 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.

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

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 crypographed 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 paraphrasad 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 cryptgraphic 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 paragraphs 25*b* and 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 addressees. 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 will be

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kept to a minimum. Headquarters or commands in frequent communication should normally use the same system for exchange of the same type of messages.

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 ir 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 ciphe. 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 intructions 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 wher 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 cryptogr phed message will be kept at a minimum commensurate witb 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 origina' plain-text copy of any marks or notations to indicate the steps following in cryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of columns

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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.

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, a 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 colums 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.

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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.

(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 crytographed 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 51*d* and 55*c*.

(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 crytographed, 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 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 instruments 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, 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 com-

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missioned 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 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:

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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).

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. III, 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:

Receipt 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 army within the area in which the work will be, or may be, performed. The commanding general of the army concerned 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 army within the area in which the work will be, or may be, performed:

(1) The name and addresses 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 matériel.

(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 army within the area in which the work will be, or may be, performed:

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(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 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 army concerned 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 army 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

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classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

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 Department 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 comwithin 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 United 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. Notwithstanding the general prohibition of insurance on Government shipments any classified shipments may be shipped at their actual value and notation of such

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value made on the bills of lading. (See AR 55–105, AR 55–155, and TM 55–550.) 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 crytographic 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

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car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

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 remainng 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. 75*a*.)

(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.

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(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 discussed, only on written authority of the Director of Intelligence, 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 army concerned to the Director of Intelligence, 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 Director of Intelligence, 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, 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

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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.

(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 Director of Intelligence, War Department General Staff, through the appropriate chief of technical service or commanding general of the army concerned, 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.

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c. (1) War Department contractors will submit to the commanding general of the army 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 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 army or chief of technical service, whichever is appropriate, will submit the reports to the Director of Intelligence, War Department General Staff, through the appropriate chief of technical service.

SECTION VII

AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED AREAS

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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)

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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 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 army concerned 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 appli-

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cability, and warned of the danger involved in the disclosure to unauthorized persons of classified information concerning troop movements or movement of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations.

83. Classification requirements.—*a. Movement 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 con-

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cerning troop movements, oversea or domestic travel of replacements, or oversea travel of individuals. However, 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 whithin 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. Movement 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 *b* above.

(*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

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that such orders accompany the personnel or supplies aboard the hospital ship. See AR 55-530.

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.

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

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 destinations 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. 11*c*); 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 movement 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 movement 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 (2 Aug. 46)]

BY ORDER OF THE SECRETARY OF WAR:

DWIGHT D. EISENHOWER
Chief of Staff

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

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

ARMY REGULATIONS
No. 380–5

WAR DEPARTMENT
WASHINGTON 25, D. C., 15 August 1946

SAFEGUARDING MILITARY INFORMATION

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

*This pamphlet supersedes AR 380–5, 6 March 1946.

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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 announced 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.

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

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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 Director of Intelligence,

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AR 380–5
*C 2

SAFEGUARDING MILITARY INFORMATION

CHANGES No. 2

WAR DEPARTMENT,
WASHINGTON 25, D. C., 10 April 1947

AR 380–5, 15 August 1946, is changed as follows:

16. Cancellation or change of classification.

* * * * * * *

c. Messages previously cryptographed **may be down graded to CONFIDENTIAL, without paraphrase, when the subject matter permits. Down grading to RESTRICTED or UNCLASSIFIED will necessitate paraphrase of the text in accordance with paragraph 55*a* and *b*, unless the original message is marked "Paraphrase not required." This applies also to messages sent in Joint and Navy systems.**

* * * * * * *

[AG 380.01 (31 Mar 47)]

22. Testimony before Congress.—(As changed by C 1, 17 Feb 47) *a.* Whenever 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 *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. Whenever a person in the military service appears before a committee of Congress in either executive or public session and is called upon to give testimony which he knows to be *top secret*, *secret*, *or confidential*, he will not divulge such information, but will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate member that a written request for the information should be submitted to the Secretary of War.

* * * * * * *

[AG 380.01 (16 Dec 46)]

24. Marking of classified documents.

* * * * * * *

c. Special marking of top secret and secret documents.—(As changed by C 1, 17 Feb. 47). Rescinded.

[AG 380.1 (7 Oct 46)]

50. Responsibility for security.

* * * * * * *

c. **When higher authority has declared a particular cryptographic system compromised and directs a review of messages encrypted in that system, the cryptographic security officer will bring to the attention of the commander, or other staff officer as may be designated, all messages involved which were encrypted in his headquarters. The commander will review these messages, take such action as he deems necessary and feasible so far as his own operations may be concerned, and report to the next higher headquarters any compromise of information involving major operations, strategic intelligence, or significant military plans.**

[AG 380.01 (17 Mar 47)]

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

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*These changes supersede C 1, 17 February 1947.

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d. (As changed by C 1, 17 Feb 47). Any message making a direct reference to a classified message or to a previously classified message, either by reference number or by subject matter, will be classified at least **RESTRICTED** if the message referred to required paraphrase (see par. 60*a* (4)). Acknowledgment in the clear of a classified message which requires paraphrase may be made only as provided in *e* below.

* * * * * * *

[AG 380.01 (11 Oct 46)]

55. Paraphrasing messages.

* * * * * * *

c. A paraphrase of the message is a cryptographic safeguard only and does not alter the classification required for the subject matter contained therein.

[AG 380.01 (31 Mar 47)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

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War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the army commander concerned.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permadefense 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 subparagraph (13), 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 prejudical 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 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) Certain information relative to specific quantities of war reserves.
(17) Photographs, negatives, photostats, diagrams, or models of confidential matter.

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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 will 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*.

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.

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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 Air Forces, the Commanding General of the Army Ground Forces, a director of a division 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, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel 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 matériel 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.

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.

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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 to 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 Air Forces, Army Ground Forces, and chiefs of technical services, 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.

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.

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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 600-10 and AR 600-700.

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 Director of Intelligence, 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 Director of Intelligence, 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 Air Forces, Army Ground Forces, and chiefs of technical services.

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 24*b*.

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 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.

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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 acknowledgment 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.)

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Storage of classified documents not registered	31
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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 conspiciously marked or stamped, *not typed,* top secret, secret, confidential, or

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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 10*a*.

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 mater will be handled and transmited 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 insure 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 war rant 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 26*b* 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 26*b* 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 26*d*(1) will be adhered to.

(*c*) *Security of confidential documents.*—The same precautions as prescribed in paragraph 26*e* 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 separarte 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 will 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 of 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—Documents (or Devices)—Post or 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 (Seminnnual or 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 crytographic 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

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be permitted actually to perform cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

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: