DOCID: 3061910

ARMED FORCES SECURITY AGENCY

MANUAL

ORGANIZATION AND FUNCTIONS

14 DECEMBER 1951

Approved for Release by NSA on
11-22-2006, FOIA Case # 7482

DOCID: 3061910

~~SECRET~~
~~SECURITY INFORMATION~~

DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D.C.

14 December 1951

MEMORANDUM TO DISTRIBUTION LIST

SUBJECT: AFSA Manual, Organization and Functions

1. The Armed Forces Security Agency Manual, Organization and Functions, is published for the information and guidance of all concerned. Its effective date is 22 December 1951.

2. This Manual supersedes the AFSA Manual, Organization and Functions, dated 15 February 1951, as revised, all copies of which will be destroyed.

RALPH J. CANINE
Major General, US Army
Director, Armed Forces Security Agency

DISTRIBUTION:

Director	(2)
AFSA-00A	(2)
AFSA-00B	(1)
AFSA-00C	(1)
AFSA-00F	(6)
AFSA-00T	(1)
AFSA-00X	(1)
AFSA-00Y	(1)
AFSA-11	(4)
AFSA-12	(13)
AFSA-13	(4)
AFSA-14	(3)
AFSA-15	(7)
AFSA-16	(4)
AFSA-17	(5)
AFSA-02	(20)
AFSA-03	(20)
AFSA-04	(15)
AFSA-05	(3)
CH, ASA	(9)
NSG	(5)
CO, NAVSECSTA	(3)
CG, AFSS	(5)

Orig.

DOCID: 3061910

Table of Contents

	Page
Title Page	i
Letter of Promulgation	iii
Table of Contents	v
List of Effective Organization Charts	vi
Record of Corrections	vii
List of Effective Pages	ix
Headquarters Organization Chart	xi
Introduction	1
Office of the Director	5
Director	7
Deputy Directors	7
Administrative Assistant	7
Chief of Staff	11
Deputy Chief of Staff for Field Support	13
Special Staff	15
Comptroller	17
Consultant	19
Inspector	21
Adjutant General	22c
Coordinating Staff	23
Plans and Policy Division	27
Communications Division	29
Training Division	31
Personnel Division	33
Security Control Division	35
Logistics Division	37
Offices	39
Office of Operations	41
Office of Research and Development	67
Office of Communication Security	83
AFSA School	95
Field Organizations	97
AFSA Field [redacted]	99
AFSA Field Activity [redacted]	101

(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36

DOCID: 3061910

LIST OF EFFECTIVE ORGANIZATION CHARTS

ORGANIZATION	PAGE
Armed Forces Security Agency	xi
Comptroller	16a
Adjutant General	22a
Plans and Policy Division	26a
Communications Division	28a
Training Division	30a
Personnel Division	32a
Security Control Division	34a
Logistics Division	36a
Office of Operations	40a, 40c
Traffic Division	56a
Machine Processing Division	58a
General Processing Division	60a
Special Processing Division	62a
Publications and Documents Division	64a
Task I, Plain Language Division	66a
Weather Exploitation Division	66e
Intercept Division	66i
Office of Research and Development	66m, 66o
Office of Communication Security	82a
School	94a

DOCID: 3061910

ARMED FORCES SECURITY AGENCY
MANUAL, ORGANIZATION AND FUNCTIONS

Record of Corrections

Change	Date entered	By whom entered
Number #1	2-21-52	J. H. Hunter

Orig.

DOCID: 3061910

~~SECRET~~

ARMED FORCES SECURITY AGENCY
MANUAL, ORGANIZATION AND FUNCTIONS

List of Effective Pages

	Pages (inc.)	Changes in effect
Title Page	i	Orig.
Letter of Promulgation	iii	Orig.
Table of Contents	v	Ch. 1
List of Effective Organization Charts	vi	Ch. 1
Record of Corrections	vii	Orig.
List of Effective Pages	ix and x	Ch. 1
Headquarters Organization Chart	xi	Ch. 1
Introduction	1 to 3	Orig.
Office of the Director (title page)	5	Orig.
Director	7	Orig.
Deputy Directors	7	Orig.
Administrative Assistant	7	Orig.
Chief of Staff (title page)	9	Orig.
Chief of Staff	11	Orig.
Deputy Chief of Staff for Field Support	13	Orig.
Special Staff (title page)	15	Ch. 1
Comptroller	17 and 18	Orig.
	16a	Ch. 1
Consultant	19	Ch. 1
Inspector	21	Orig.
Adjutant General	22a, 22c, 22d	Ch. 1
Coordinating Staff (title page)	23	Ch. 1
Plans and Policy Division	27 and 28	Orig.
	26a	Ch. 1
Communications Division	29 and 30	Orig.
	28a	Ch. 1
Training Division	31 and 32	Orig.
	30a	Ch. 1

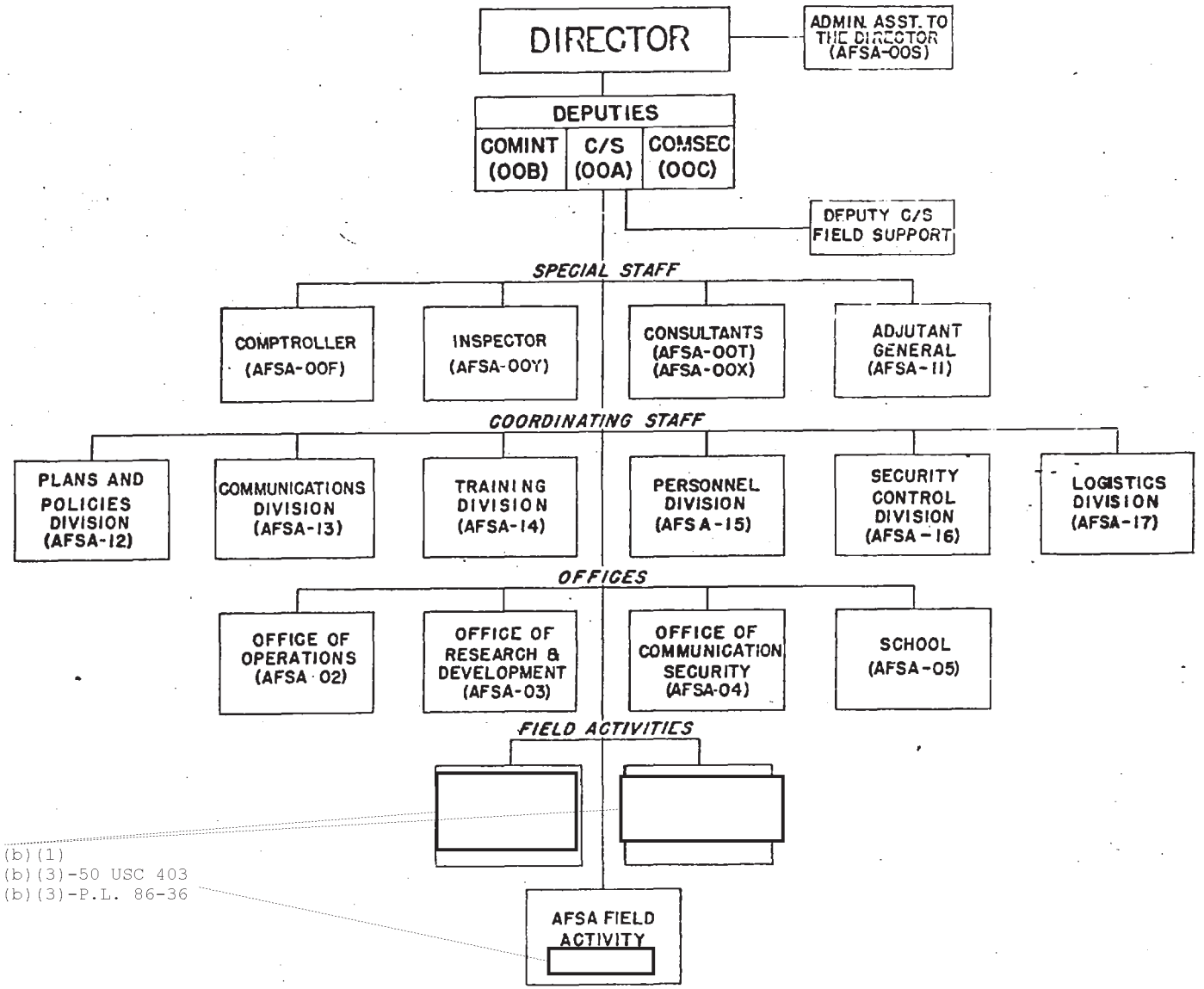
DOCID: 3061910

	Pages (inc.)	Changes in effect
Personnel Division	33	Orig.
	32a and 34	Ch. 1
Security Control Division	35	Orig.
	34a	Ch. 1
Logistics Division	37 and 38	Orig.
	36a	Ch. 1
Offices (title page)	39	Orig.
Office of Operations	41 to 43, 45, 47 57, 59, 61, 63, 65	Orig.
	40a, 40c, 53, 56a, 58a, 60a, 62a, 64a, 66a, 66c, 66e, 66g, 66i, 66k, 66l	Ch. 1
Office of Research and Development	67 to 71, 73, 75, 77, 79, 81	Orig.
	66m, 66o, 72	Ch. 1
Office of Communication Security	83 to 85, 87 to 90, 91, 93, 94	Orig.
	82a and 90a	Ch. 1
AFSA School	95	Orig.
	94a	Ch. 1
Field Organizations (title page)	97	Orig.
AFSA Field [redacted]	99 and 100	Orig.
AFSA Field Activity [redacted]	101	Ch. 1

(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36

DOCID: 3061910

ARMED FORCES SECURITY AGENCY ORGANIZATION



(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36

PAGE NUMBER X1

AFSA MANUAL O & F

~~SECRET~~

~~SECRET~~

~~SECRET~~

DOCID: 3061910

ARMED FORCES SECURITY AGENCY
MANUAL, ORGANIZATION AND FUNCTIONS

INTRODUCTION

1. The "Armed Forces Security Agency Manual, Organization and Functions" outlines the organization of the Armed Forces Security Agency (AFSA) and its major elements, and the responsibilities and functions thereof.

ORGANIZATIONAL AND FUNCTIONAL CONCEPTS

2. The AFSA organization consists of several operating Offices and a coordinating Staff.

3. The AFSA Staff is composed of the Chief of Staff, and Staff Divisions corresponding to the principal functions of command insofar as they apply to the activity of AFSA. The Chief of Staff is the principal coordinating agent and adviser to the Director. Under his direction, the AFSA Staff functions as a single coordinated unit.

4. The AFSA Staff secures and furnishes such information as may be required by the Director, prepares the details of the Director's plans, translates these plans into orders as required, and arranges for those orders to be promulgated, and exercises the necessary staff supervision to insure compliance. The AFSA Staff brings to the Director's attention matters which require his action or about which he should be informed, makes a continuous study of these problems, and prepares tentative plans for possible future contingencies for the consideration of the Director. Within the scope of its authority, it supervises the execution of plans and orders, and takes such other action as is necessary to carry out the Director's intentions.

5. Staff supervision over a particular function includes:

a. Recommending policies, objectives, and general procedures for approval of the Director.

b. Explaining and answering questions regarding specific application and interpretation of the policies and procedures prescribed by higher authority.

DOCID: 3061910

c. Assisting in the development of satisfactory operating reports.

d. Securing and analyzing data and information on performance results.

e. Investigating and suggesting corrective action with respect to difficulties encountered.

f. Furnishing advice and assistance concerning methods and procedures.

g. Making specific recommendations for issuance of appropriate directives as may be necessary.

6. The Staff Divisions are concerned with planning, coordination, and staff supervision over all activities of AFSA pertaining to their respective functions. Coordination and the prompt interchange of information among the Staff Divisions are essential. In general, Staff Divisions will accomplish for the Offices those functions which can be done as well or better by Staff Divisions for the entire organization, enabling the Offices to devote maximum effort to operational problems. Specific relations between the Staff Divisions and Offices will be as follows:

a. Staff Divisions will exercise Staff supervision over all AFSA activities pertaining to their several functions, with command authority only over their individual organizations.

b. Staff Divisions will assist and advise the Offices and coordinate their activities within assigned responsibilities.

c. Staff Divisions will consult the Offices on their ability to execute contemplated directives, and will give advance notice of contemplated directives whenever possible, in order to permit necessary preparations.

7. The Chiefs of Offices are responsible to the Director, through the Deputy Directors, as appropriate, for the performance of their missions. They serve as technical advisers on matters within their cognizance. They act through the appropriate Staff

DOCID: 3061910

Divisions on matters within the supervisory and coordinating authority of those Divisions. Specifically, the Office Chiefs will:

a. Exercise command authority over their own units.

b. Exercise operational control or operational direction over such field activities as may be specified.

c. Recommend to appropriate Staff Divisions the issuance of technical directives for AFSA and the Department of Defense.

d. Furnish advice and assistance concerning technical methods and procedures to the Director, to Staff Divisions, to other operating units, and to Service cryptologic organizations and units.

e. Prepare plans, estimates, studies, and replies to requests for information.

f. Coordinate their operational, technical, and administrative plans and activities with the appropriate Staff Divisions as required.

8. All elements of AFSA perform certain routine administrative functions necessary to carry out the basic specialized functions assigned to them. These routine administrative functions include maintenance of files and records, correspondence, personnel administration, general training, and supply. It is unnecessary to include such functions in the description of each of the elements, and they have therefore been omitted from this Manual except where there is need to indicate them specifically.

DOCID: 3061910

OFFICE OF THE DIRECTOR

DIRAFSA	DIRECTOR, ARMED FORCES SECURITY AGENCY
AFSA-OOA	DEPUTY DIRECTOR, ARMED FORCES SECURITY AGENCY (ARMY)
AFSA-OOB	DEPUTY DIRECTOR, ARMED FORCES SECURITY AGENCY (NAVY)
AFSA-OOC	DEPUTY DIRECTOR, ARMED FORCES SECURITY AGENCY (AIR FORCE)
AFSA-OOS	ADMINISTRATIVE ASSISTANT TO THE DIRECTOR

DOCID: 3061910

OFFICE OF THE DIRECTOR

A. Responsibilities

Subject to the direction and control of the Joint Chiefs of Staff, the Director, Armed Forces Security Agency (AFSA), is responsible for conducting all cryptologic activities within the Department of Defense, except those which are conducted individually by the Departments of the Army, Navy, and Air Force, and to coordinate and provide technical support for those conducted by the Services.

B. Organization

DIRAFSA	Director, Armed Forces Security Agency
AFSA-00A	Deputy Director, Armed Forces Security Agency (Army)
AFSA-00B	Deputy Director, Armed Forces Security Agency (Navy)
AFSA-00C	Deputy Director, Armed Forces Security Agency (Air Force)
AFSA-00S	Administrative Assistant to the Director

C. Functions

AFSA-00A, 00B, 00C - Deputy Directors

Perform and exercise the functions, duties and powers assigned to the Director except as otherwise provided. Each of the Deputies is assigned certain primary fields of responsibility. All orders, recommendations, and other official acts of the Deputy Directors are considered as emanating from the Director and have full force and effect as such.

AFSA-00S - Administrative Assistant to the Director

Performs such duties as the Director prescribes.

DOCID: 3061910

C/S CHIEF OF STAFF

DC/S DEPUTY CHIEF OF STAFF FOR FIELD SUPPORT

DOCID: 3061910

CHIEF OF STAFF

A. Responsibilities

Responsible for assisting the Director as his principal staff officer, coordinating agent, and adviser; for directing and coordinating the work of the AFSA Staff Divisions to insure integrated action.

B. Functions

1. Formulates and promulgates policies for the general operation of the AFSA Staff.

2. Directs and coordinates the work of the AFSA Staff.

3. Coordinates relations between the AFSA Staff and AFSA Offices.

4. Supervises actions of the AFSA Staff to insure that they are in accord with the plans, policies, orders, and instructions of the Director.

5. Takes the following action on decisions of the Director:

   a. Makes such additional decisions as may be required for their execution.

   b. Assigns the detailed work necessary to implement them.

6. Makes certain, by personal observation and with the assistance of the Staff Divisions, that the orders and instructions of the Director are executed.

7. Keeps the Director fully informed of the activities of the Offices and Staff Divisions.

8. Maintains such liaison with other government agencies as may be required.

DOCID: 3061910

DEPUTY CHIEF OF STAFF FOR FIELD SUPPORT

A. Responsibilities

Responsible to the Director through the Chief of Staff for coordinating all AFSA activities in support of or liaison with AFSA and Service field cryptologic activities, and field cryptologic activities of other U.S. government agencies, [redacted]

[redacted]

(b)(3)-P.L. 86-36

B. Functions

1. Insures that the policies, orders, and instructions of the Director on matters concerning AFSA's support of field cryptologic activities are followed and implemented.

2. Coordinates the technical, operational, and administrative activities of Offices and Staff Divisions in the establishment, operation, or support of field cryptologic activities.

3. Determines the degree to which AFSA support meets the requirements of field cryptologic activities for this support.

4. Recommends remedial action in those cases where AFSA support of field cryptologic activities is deficient.

5. Maintains liaison with other U.S. government agencies as required.

6. Promotes and facilitates the interchange of ideas and suggestions among field cryptologic activities for improving their effectiveness.

7. Promotes desirable standardization of procedures used by AFSA and field cryptologic activities.

8. Provides assistance on matters under his cognizance to the USCIB Coordinator as required.

9. Keeps the Director and the Chief of Staff fully informed on matters under his cognizance.

DOCID: 3061910

SPECIAL STAFF

COMPTROLLER

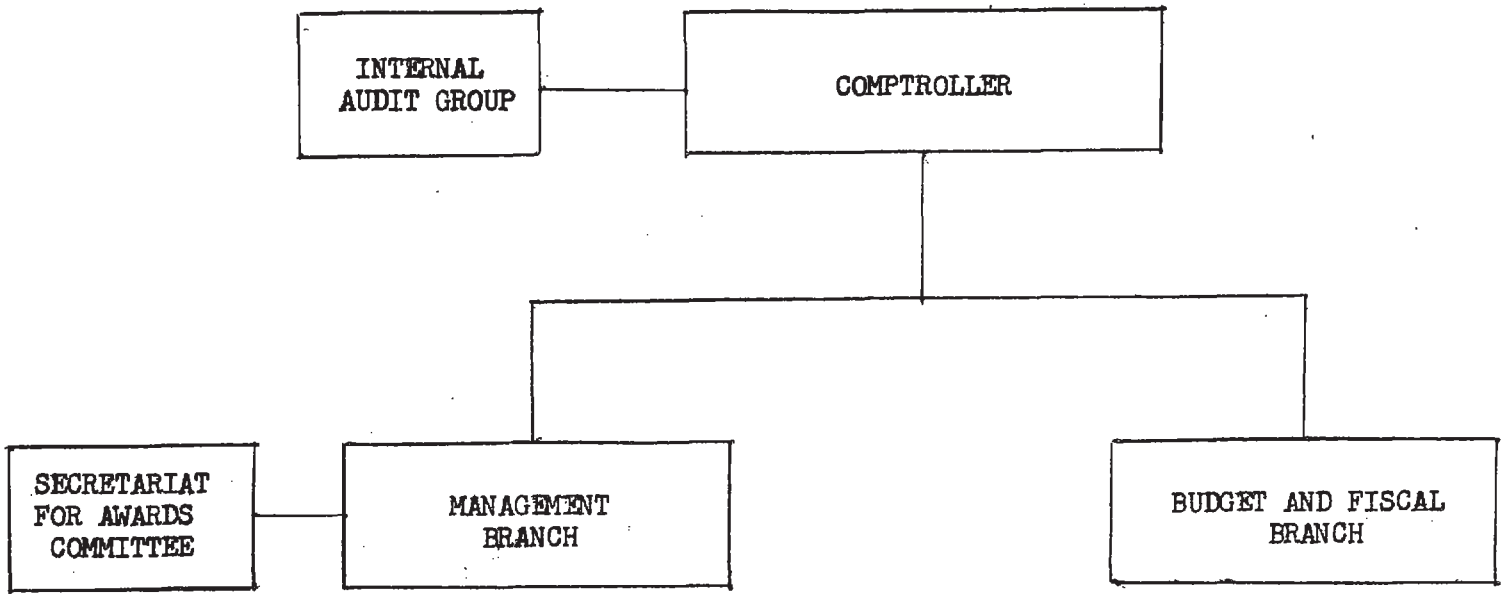
CONSULTANT

INSPECTOR

ADJUTANT GENERAL

DOCID: 3061910

ORGANIZATION CHART OF OFFICE OF THE COMPTROLLER



~~SECRET~~

~~SECRET~~

DOCID: 3061910

CONSULTANT

A. Responsibilities

Responsible for advising the Director, AFSA, on technical matters under his cognizance and performing such other special activities as he may direct.

B. Functions

1. Acts as technical consultant in assisting and advising all AFSA personnel in cryptologic matters as required.

2. Attends AFSA Technical Committee (AFSAT) meetings in observer status to advise AFSA members thereof as may be practicable.

DOCID: 3061910

AFSA-OOY - INSPECTOR

A. Responsibilities

Responsible for conducting inspections and investigations as directed by the Director, AFSA.

B. Functions

1. Performs such inspections and investigations as required by the Director, AFSA.

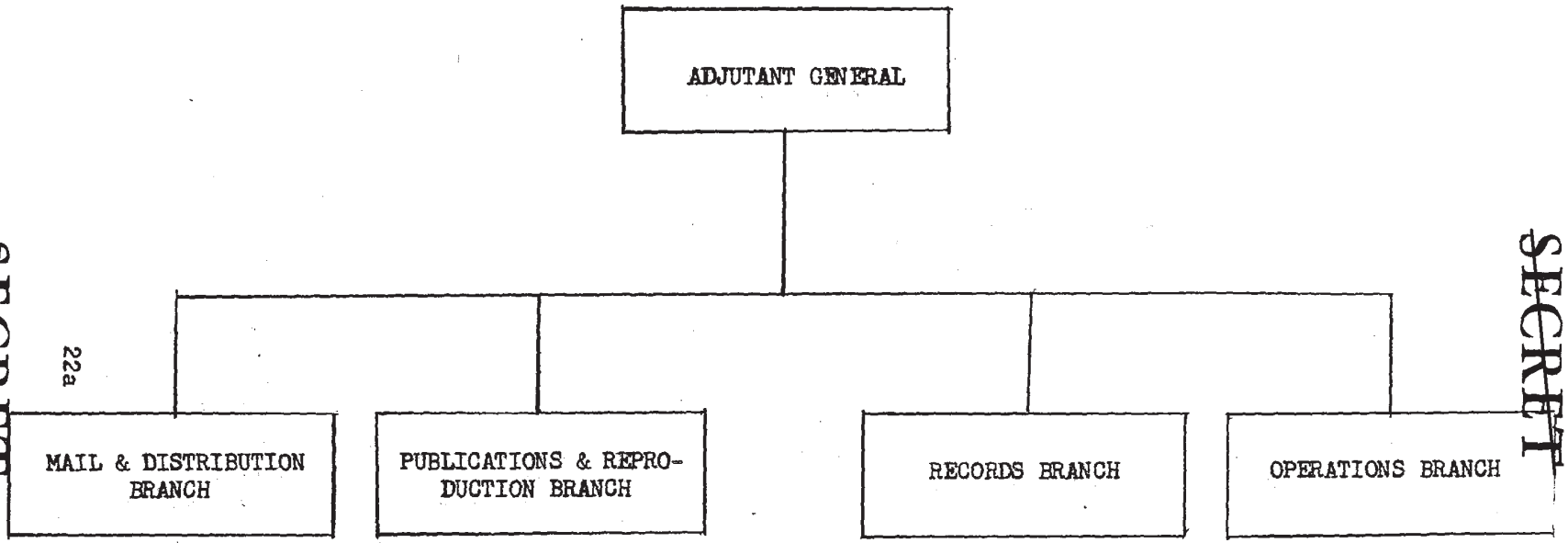
2. Consults all officials of the Agency to develop special items for attention, and advises and furnishes copies of extracts of inspection reports to all Chiefs of Offices and Staff Divisions to whom they are of direct interest.

3. Obtains technical assistance from the appropriate Offices and Staff Divisions for the conduct of inspections.

4. Based upon inspections, recommends remedial action to correct deficiencies and delinquencies.

DOCID: 3061910

ORGANIZATION CHART OF THE OFFICE OF ADJUTANT GENERAL



~~SECRET~~

~~SECRET~~

DOCID: 3061910

AFSA-11 - ADJUTANT GENERAL

A. Responsibilities

Responsible for the publication of orders and instructions of the Director, the conduct of correspondence and messages, the operation of postal and courier services, the preservation and administration of the records of the Agency except those specifically assigned otherwise, procurement of registered or non-registered non-cryptographic publications not involving the expenditure of funds, and the reproduction of non-cryptographic material.

B. Functions

1. Formulates AFSA correspondence and mailing instructions and procedures.

2. Receives, processes, and distributes incoming correspondence and maintains follow-up on correspondence requiring action.

3. Receives, processes, and distributes all incoming AFSA messages received at the Naval Security Station Message Center and maintains follow-up on messages requiring action.

4. Processes, distributes, and accounts for JCS papers and non-cryptographic registered documents.

5. Processes and dispatches all outgoing Agency correspondence.

6. Operates the sub-registry for [redacted] documents.

7. Maintains the AFSA central files and conducts the program for retiring records no longer required for operations.

8. Conducts the AFSA program for preserving records against loss and disaster.

9. Maintains and operates the TOP SECRET control and other special dissemination controls within AFSA except as otherwise specified.

(b)(3)-P.L. 86-36

DOCID: 3061910

10. Arranges for necessary messenger, postal, and officer courier services.

11. Issues TDY orders for military and civilian personnel.

12. Reproduces, procures, stores, distributes, and accounts for non-cryptologic publications and forms required by the Agency.

13. Reproduces and distributes AFSA publications.

14. Arranges for the listing of AFSA personnel in the Naval Security Station and the Department of Defense telephone directories.

15. Supervises the performance of duty of AFSA Duty Officers and their Administrative Assistants.

DOCID: 3061910

COORDINATING STAFF

PLANS AND POLICY DIVISION

COMMUNICATIONS DIVISION

TRAINING DIVISION

PERSONNEL DIVISION

SECURITY CONTROL DIVISION

LOGISTICS DIVISION

DOCID: 3061910

AFSA-11 - ADJUTANT GENERAL

A. Responsibilities

Responsible for the publication of orders and instructions of the Director, the conduct of correspondence, the operation of postal and courier services, and the preservation and administration of the records of the Agency except those specifically assigned otherwise.

B. Functions

1. Formulates AFSA correspondence and mailing instructions and procedures.

2. Receives, processes, and distributes incoming correspondence and maintains follow-up on correspondence requiring action.

3. Arranges for necessary messenger, postal, and officer courier services.

4. Maintains and operates the TOP SECRET control and other special dissemination controls within AFSA except as otherwise specified.

5. Handles, routes, and accounts for JCS papers.

6. Operates the subregistry for [redacted] documents.

7. Maintains the AFSA central files and conducts the program for retiring records no longer required for operations.

8. Conducts the AFSA program for preserving records against loss by disaster.

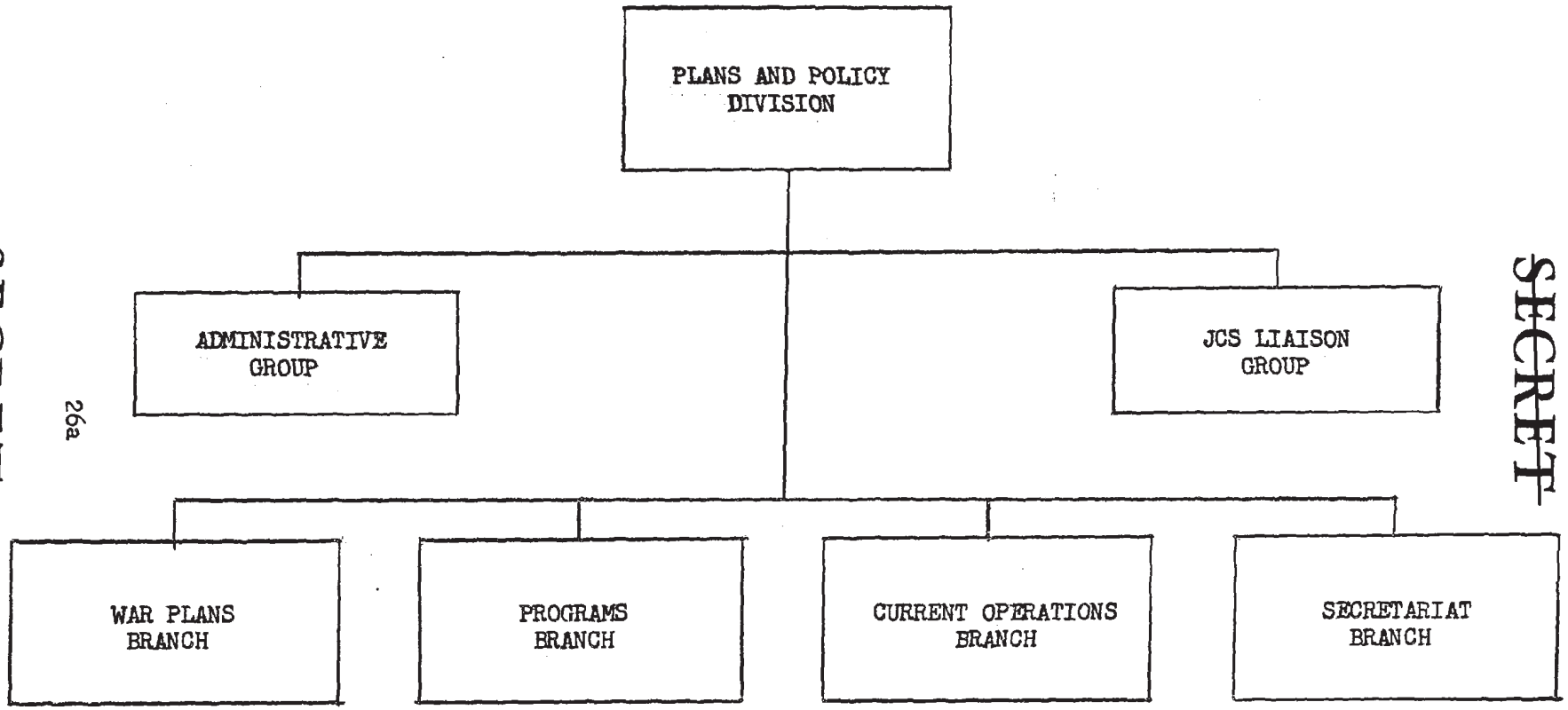
9. Reproduces, procures, stores, distributes, and accounts for non-cryptologic publications and forms required by the Agency.

10. Publishes the AFSA publications.

(b)(3)-P.L. 86-36

DOCID: 3061910

PLANS AND POLICY DIVISION ORGANIZATION



DOCID: 3061910

POLICY

AFSA-12 - PLANS AND ~~POLICIES~~ DIVISION

A. Responsibilities

Responsible for the formulation and coordination of the plans, policies, and doctrines required for the performance of AFSA's functions, and for exercising staff supervision thereof.

B. Functions

1. Formulates and coordinates objectives and plans required for performance of AFSA's functions. Provides guidance for the elements of AFSA and Service cryptologic agencies in accordance with plans and policies of the Joint Chiefs of Staff, and provides a common basis and goal for all AFSA planning.

2. Formulates and coordinates AFSA policies and doctrines.

3. Studies and coordinates the assignments of functions and responsibilities within the organizational structure of AFSA. Recommends changes in the organization to assure fulfillment of all responsibilities and, in this connection, maintains the AFSA Manual, Organization and Functions.

4. Recommends the relative priorities for public works projects of interest to AFSA and assists in obtaining final approval thereof.

5. Prepares, in coordination with the appropriate Offices and Staff Divisions, for reference to the AFSAC and the Joint Chiefs of Staff, such reports, recommendations, and information as may be required.

6. Keeps fully informed regarding the existing and planned activities of the Service cryptologic organizations.

7. Reviews and analyzes all proposed and enacted legislation which may have a bearing on the operation of AFSA, and submits such recommendations as may be appropriate.

8. Determines and recommends the proper courses of action on all questions which involve legal aspects of plans, policies, and doctrines.

DOCID: 3061910

9. Makes recommendations concerning the coordination of AFSA's activities and operations with those of cooperating U.S. [redacted] cryptologic organizations, makes recommendations concerning domestic liaison between AFSA and the Service cryptologic agencies and other governmental and civil organizations, arranges for such liaison as directed, and, as directed, supervises the arrangements for the conduct of technical conferences between AFSA and [redacted] gencies with which AFSA cooperates.

10. Briefs the Director and Deputy Directors on policy and general planning matters under consideration by USCIB, AFSAC, the Joint Communications-Electronics Committee (JCEC), and similar bodies.

11. Performs the following functions, as directed by the Director when acting in the capacity of USCIB Coordinator, in accordance with policies and decisions of USCIB:

a. Coordinates and maintains channels of contact with cooperating centers.

b. Maintains cognizance of all existing COMINT agreements and procedures, and of the progress of liaison activities.

(b)(3)-P.L. 86-36

c. Exercises policy supervision over U.S. liaison personnel assigned to cooperating centers, and arranges clearances for visitors [redacted]

d. Undertakes necessary planning and arranging for conferences.

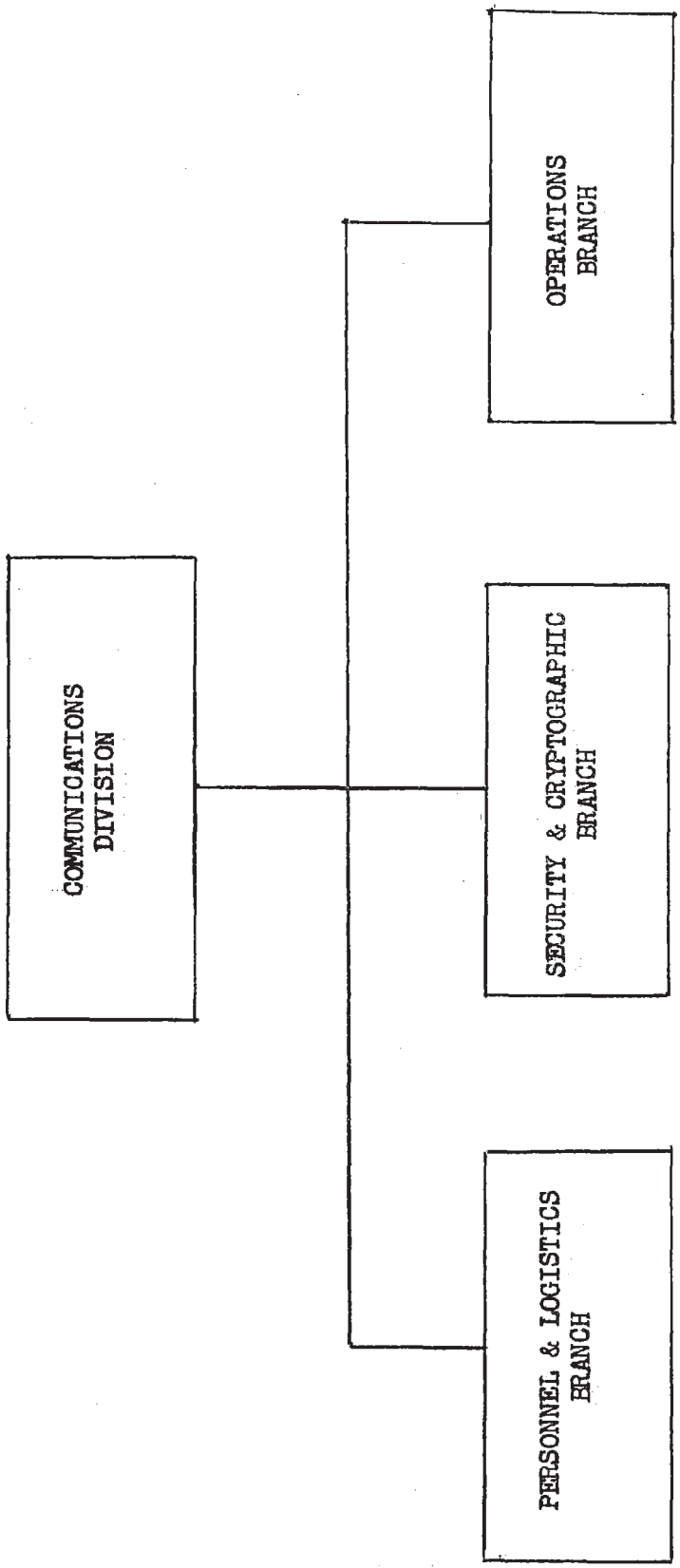
12. Provides the Secretariat for USCIB and AFSAC.

13. Maintains liaison with planning agencies of the Department of Defense to insure the availability of planning information which may be used as a basis for developing AFSA plans, programs, and policies.

14. Provides, as directed, members or observers on panels and working groups of departments and agencies.

DOCID: 3061910

COMMUNICATIONS DIVISION ORGANIZATION



DOCID: 3061910

AFSA-13 - COMMUNICATIONS DIVISION

A. Responsibilities

Responsible for the planning and coordination required to insure provision of adequate communications to meet AFSA requirements, for the operation of the AFSA communications center for the receipt of raw intercept traffic, and for exercising staff supervision over communications matters.

B. Functions

1. Prepares, in coordination with appropriate Staff Divisions and Offices, the over-all communications requirements of AFSA.

2. Prepares the long-range AFSA communications program, based on AFSA long-range plans and requirements.

3. Prepares AFSA requirements for communications services and facilities to be procured through the Director, Communications-Electronics, or the Services as appropriate.

4. Receives outgoing AFSA dispatches for transmittal, distributes incoming dispatches and "return" copies of outgoing dispatches, and maintains a follow-up on dispatches requiring action by AFSA.

5. Operates the AFSA communications center for the receipt of raw intercept traffic.

6. Exercises staff supervision over those non-electrical media through which intercept traffic is forwarded to AFSA.

7. Prepares, as required, for submission to AFSA-17, budget information on approved and planned communications for AFSA.

8. Provides, as required, data on special communications projects to AFSA-04 for use in preparation of appropriate systems and procedures.

DOCID: 3061910

9. Arranges for the necessary internal communications within AFSA, other than messenger, postal, and courier services.

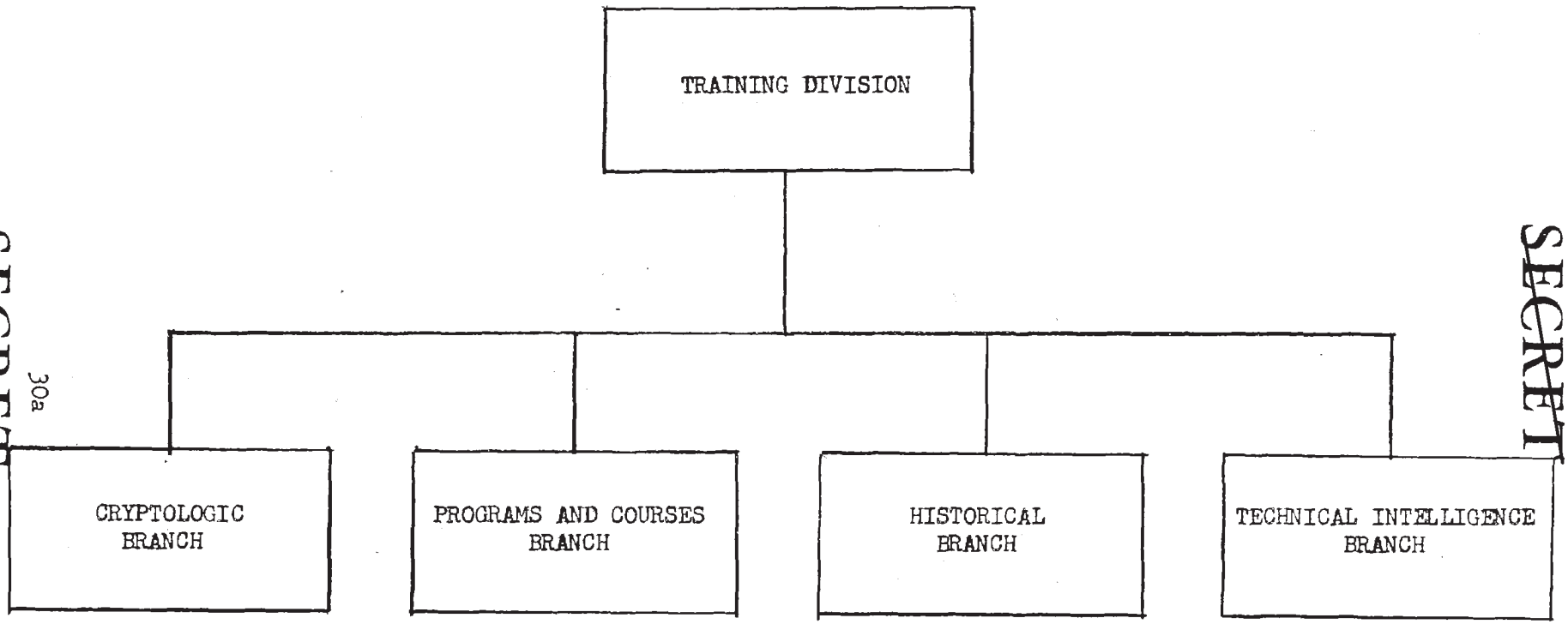
10. Advises all elements of AFSA on communications matters.

11. Determines, as directed, the requirements for combined communications under the cognizance of USCIB and exercises staff supervision over these communications.

12. Provides, as directed, members or observers on panels and working groups of departments and agencies.

DOCID: 3061910

TRAINING DIVISION ORGANIZATION



SECRET

DOCID: 3061910

AFSA-14 - TRAINING DIVISION

A. Responsibilities

Responsible for exercising staff supervision over cryptologic training matters and for other training and technical activities as directed.

B. Functions

1. Reviews all cryptologic training activities within AFSA, establishes standards and prepares or reviews programs for generalized cryptologic training, prepares generalized technical training literature for use in instructional programs and courses of the AFSA school, and recommends methods, facilities, and equipment to be used for technical training purposes.

2. Coordinates AFSA technical training activities with those of the individual Services and other domestic agencies with which AFSA cooperates.

3. Reviews training publications prepared by the Services on subjects within AFSA's cognizance in order to avoid conflicts of interpretation and duplication of effort.

4. Prescribes the techniques and procedures employed in crypto-systems and associated publications for use by the maneuver enemy (AGGRESSOR) in maneuvers and training exercises.

5. Supervises the standardization and coordination of cryptologic terminology and nomenclature.

6. Directs and coordinates the historical activities of AFSA and serves as curator of the AFSA Museum.

7. Operates the AFSA Technical Library. Supervises the AFSA Library system.

8. Exercises staff supervision over the collection and dissemination of technical information and documents, including

DOCID: 3061910

(b)(3)-P.L. 86-36

those dealing with foreign [redacted] techniques, equipment, documents, organizations, and successes; studies the practical uses that can be made of such information in the work of the Offices; and coordinates its incorporation in basic cryptologic doctrine and training literature.

9. Exercises staff supervision over lectures and presentations given under the auspices of AFSA. Reviews and makes recommendations concerning release, for publication outside AFSA, of drafts and manuscripts which pertain to AFSA's interests.

10. Chief of the Division is a member of the AFSA Technical Committee.

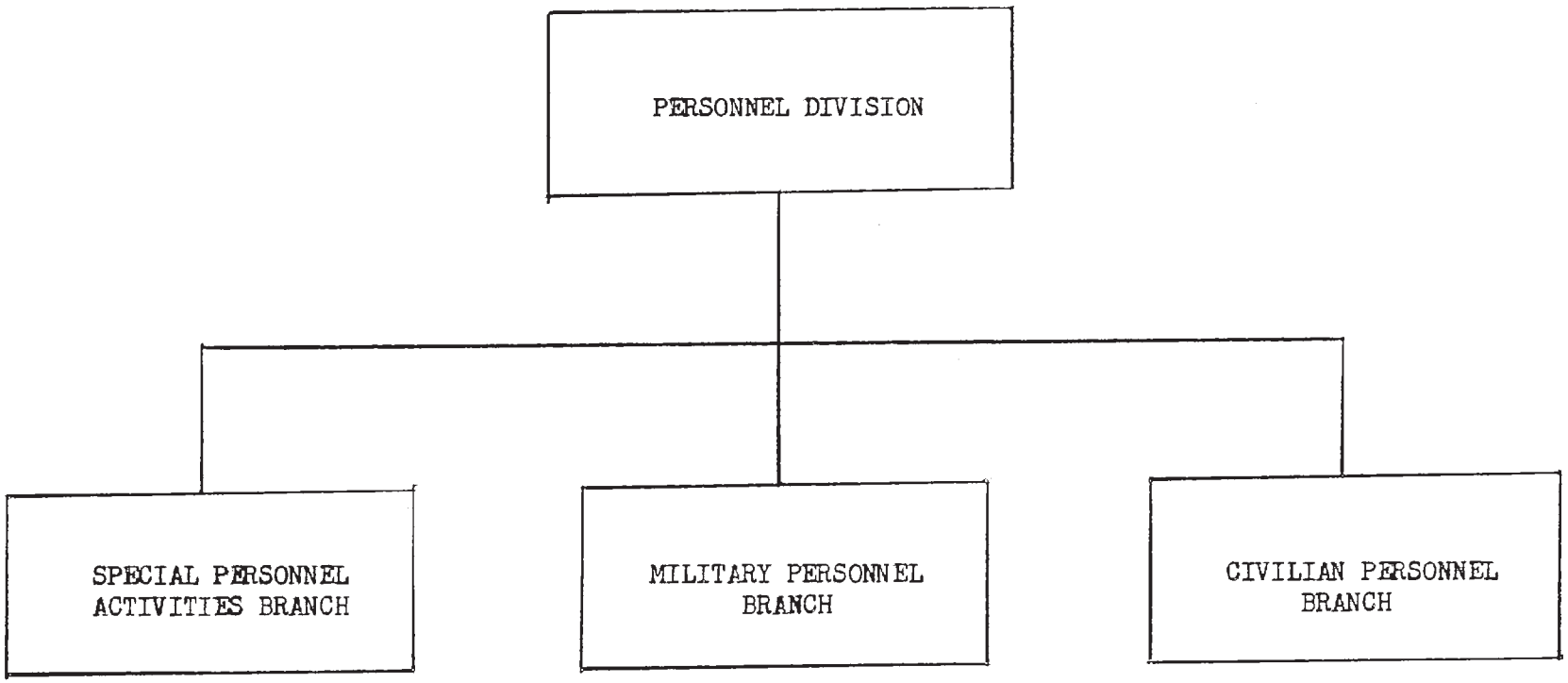
11. Exercises staff supervision over cryptologic Technical Intelligence activities [redacted] and advises the Service cryptologic organizations on pertinent matters within their cognizance.

12. Provides, as directed, members or observers on panels and working groups of departments and agencies.

(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36

DOCID: 3061910

PERSONNEL DIVISION ORGANIZATION



DOCID: 3061910

AFSA-15 - PERSONNEL DIVISION

A. Responsibilities

Responsible for the planning, coordination, and implementation pertaining to the procurement, classification, assignment, administration, movement, and evacuation of AFSA military and civilian personnel, and for exercising staff supervision thereof.

B. Functions

1. Prepares procurement schedules for the requisition of military personnel from each of the Services.

2. Receives, processes, and assigns incoming military personnel; maintains records of assignment, reassignment, and transfer.

3. Assists the Services in the administration of AFSA military personnel by complying with appropriate administrative procedures required by each Service.

4. Performs all military personnel administrative functions within AFSA which are of a joint nature.

5. Develops and coordinates plans in accordance with the Reserve Programs of the Services, to insure the maximum use of AFSA reservist civilian employees in the augmentation of AFSA military personnel during the initial stages of mobilization.

6. Plans, develops, coordinates, and administers policies and procedures for AFSA and ASA civilian personnel, in conformance with rules, regulations, and orders of the United States Civil Service Commission, the Department of Defense, and the Department of the Army.

7. Coordinates and directs the recruitment, initial job assignment, promotion, reassignment, job evaluation, separation, discipline, and payment of AFSA and ASA civilian personnel, and related processing programs.

DOCID: 3061910

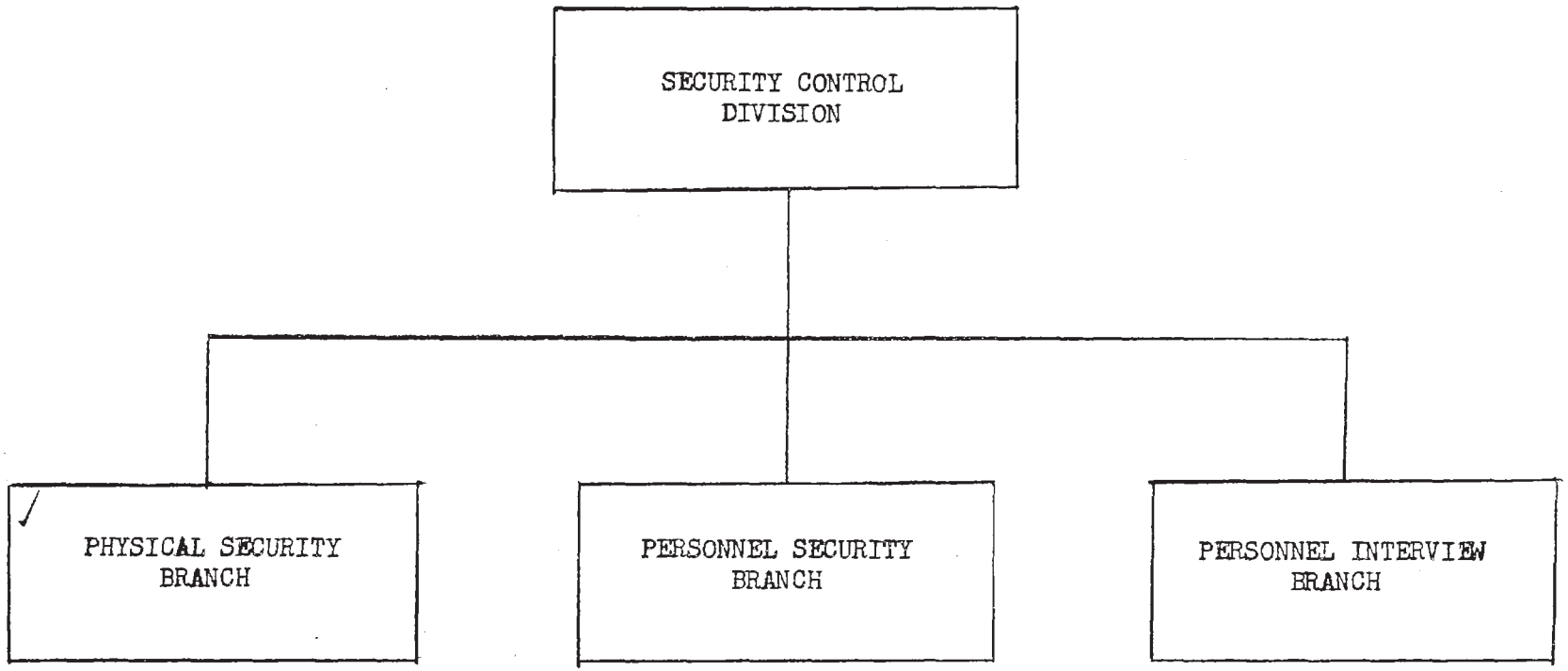
8. Analyzes, evaluates, establishes, and maintains grades for civilian positions appropriate to the requirements of AFSA and ASA in accordance with the Classification Act. Maintains proper internal alignment of ungraded (Wage Board) jobs for AFSA and ASA and participates in related Locality Wage Surveys.

9. Provides, as directed, members or observers on panels and working groups of departments and agencies.

10. Maintains master roster of officers and NCOs eligible for duty as AFSA Duty Officers, Administrative Assistants to the AFSA Duty Officers, and AFSA Security Watch Officers. Prepares AFSA Military Personnel Duty Rosters from the master rosters for distribution by the 23rd day of each month, and when necessary, designates military personnel as emergency relief for any of the above.

DOCID: 3061910

SECURITY CONTROL DIVISION ORGANIZATION



~~SECRET~~

DOCID: 3061910

AFSA-16 - SECURITY CONTROL DIVISION

A. Responsibilities

Responsible for the planning, coordination, and implementation pertaining to the security of military information within AFSA, of AFSA areas, of personnel procedures, and for exercising staff supervision thereof.

B. Functions

1. Reviews Personal History Statements of civilian applicants for employment with AFSA and on projects of interest to AFSA; initiates requests to the appropriate investigating agencies for security investigations of civilian personnel; evaluates the results of these investigations; determines, in accordance with established criteria, eligibility for access to classified information, and conducts such indoctrinations and debriefings as required.

2. Maintains and reviews records pertaining to the clearance status of AFSA military personnel and initiates requests to the Services for such security investigations as may be required.

3. Maintains control over the common facilities and measures required for the internal physical security of AFSA areas.

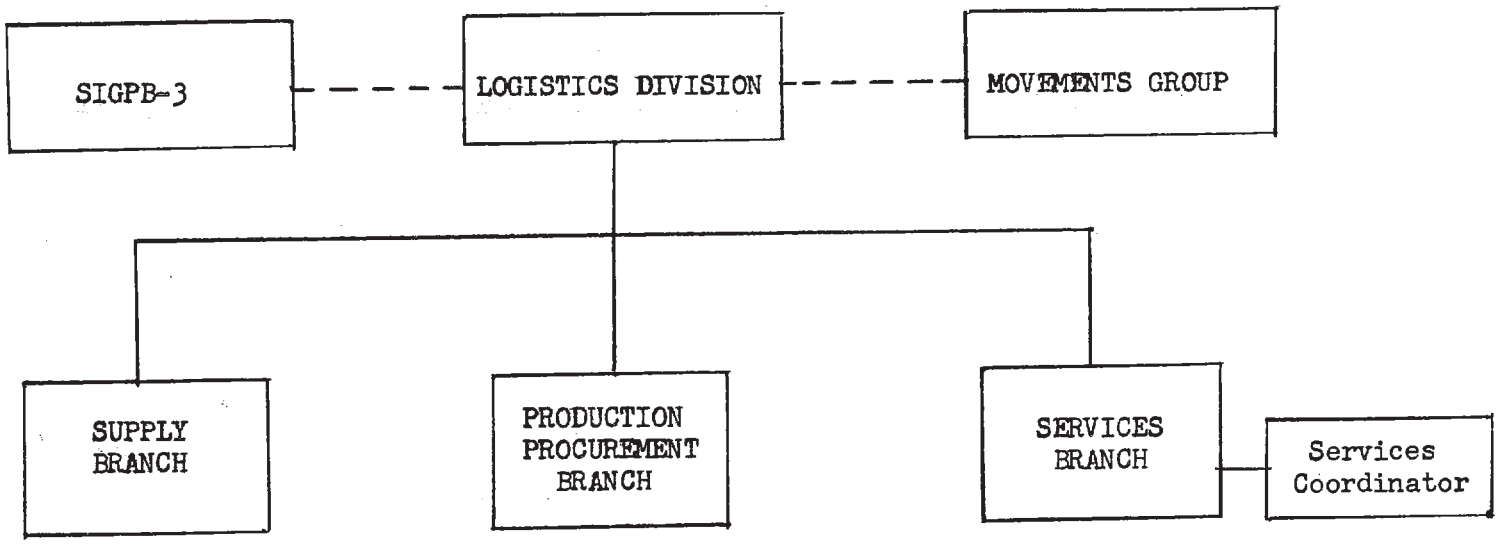
4. Recommends policies concerning, and exercises staff supervision over, the security of military information within AFSA, except as otherwise assigned.

5. Provides, as directed, members or observers on panels and working groups of departments and agencies.

6. Supervises the performance of duty of AFSA Security Watch Officers and takes necessary action on reported security violations.

DOCID: 3061910

LOGISTICS DIVISION ORGANIZATION



DOCID: 3061910

AFSA-17 - LOGISTICS DIVISION

A. Responsibilities

Responsible for the planning, coordination, and implementation pertaining to the procurement, storage, movement, distribution, and maintenance of material; the coordination of acquisition, construction, modification, allocation, and maintenance of facilities for the AFSA Headquarters; the supervision and coordination of the transportation requirements of AFSA Headquarters; and for exercising staff supervision over logistics matters.

B. Functions

1. Obtains from AFSA-02 and AFSA-04 long-range estimated quantity requirements for cryptologic equipment under the cognizance of AFSA, and prepares the long-range AFSA procurement program.

2. Makes surveys of commercial facilities and maintains records thereof in order to locate sources capable of producing AFSA equipment.

3. Prepares for review and approval by the Munitions Board the coordinated programs, including Industrial Mobilization Planning, for the procurement of cryptologic equipments under cognizance of AFSA.

4. Informs the Services periodically, after obtaining concurrence of the Offices, when specific equipments are available for procurement to include estimated costs.

5. Obtains from AFSA-02 and AFSA-04 the specifications and drawings required for the production procurement of cryptologic equipment under the cognizance of AFSA.

6. Obtains from the Services and other government agencies procurement orders, including the citation of funds. Represents AFSA with all outside agencies in all matters pertaining to such orders. Obtains concurrence of the Offices in connection with the equipment and AFSA-OOF in connection with funds.

DOCID: 3061910

7. Prepares purchase requests, initiates procurement and monitors the production manufacture for cryptologic equipment under the cognizance of AFSA.

8. Maintains liaison with the appropriate authorities and performs logistic functions as required in connection with the procurement of [redacted] (b)(3)-P.L. 86-36

9. Establishes and operates an AFSA Property Account to include maintenance of complete stock control and accounting records of equipment and supplies.

10. Coordinates all AFSA procurement matters.

11. Procures, receives, inspects, classifies, stores, issues, inventories, packs, marks, and ships equipment and supplies required by AFSA and ASA activities, registered cryptologic material excepted.

12. Furnishes cost information on items of supply used by the various activities of AFSA for cost accounting purposes.

13. Maintains cost accounting records and prepares the budget for the AFSA Staff.

14. Plans for and coordinates transportation requirements of AFSA.

15. Plans for and coordinates the construction, allocation, modification, and repair of public works facilities required by AFSA.

16. Operates an office equipment repair facility and arranges for the maintenance and repair of unserviceable property of AFSA and ASA.

17. Provides, as directed, members or observers on panels and working groups of departments and agencies.

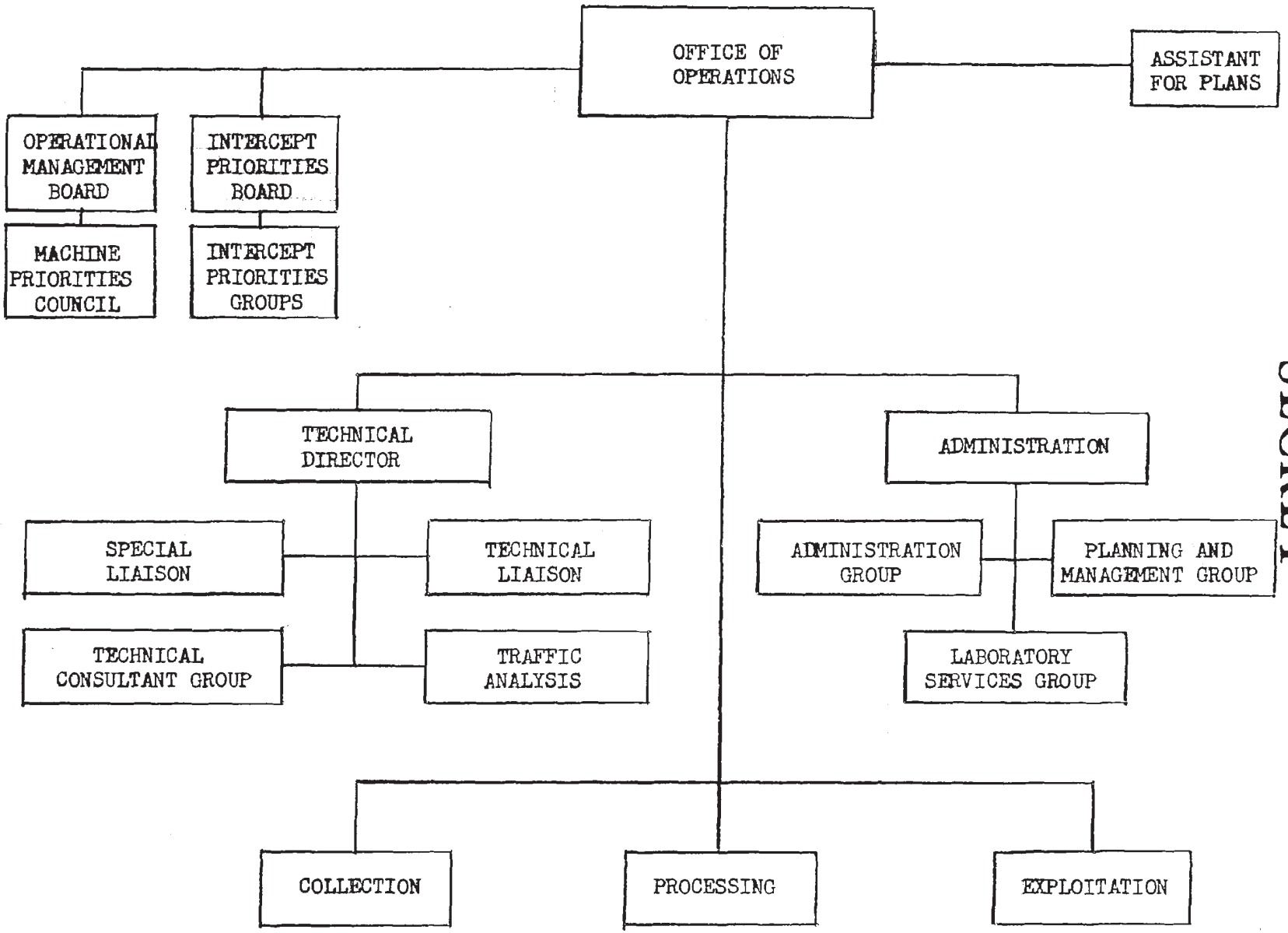
DOCID: 3061910

OFFICES

AFSA-02	OFFICE OF OPERATIONS
AFSA-03	OFFICE OF RESEARCH AND DEVELOPMENT
AFSA-04	OFFICE OF COMMUNICATION SECURITY
AFSA-05	AFSA SCHOOL

DOCID: 3061910

SECRET



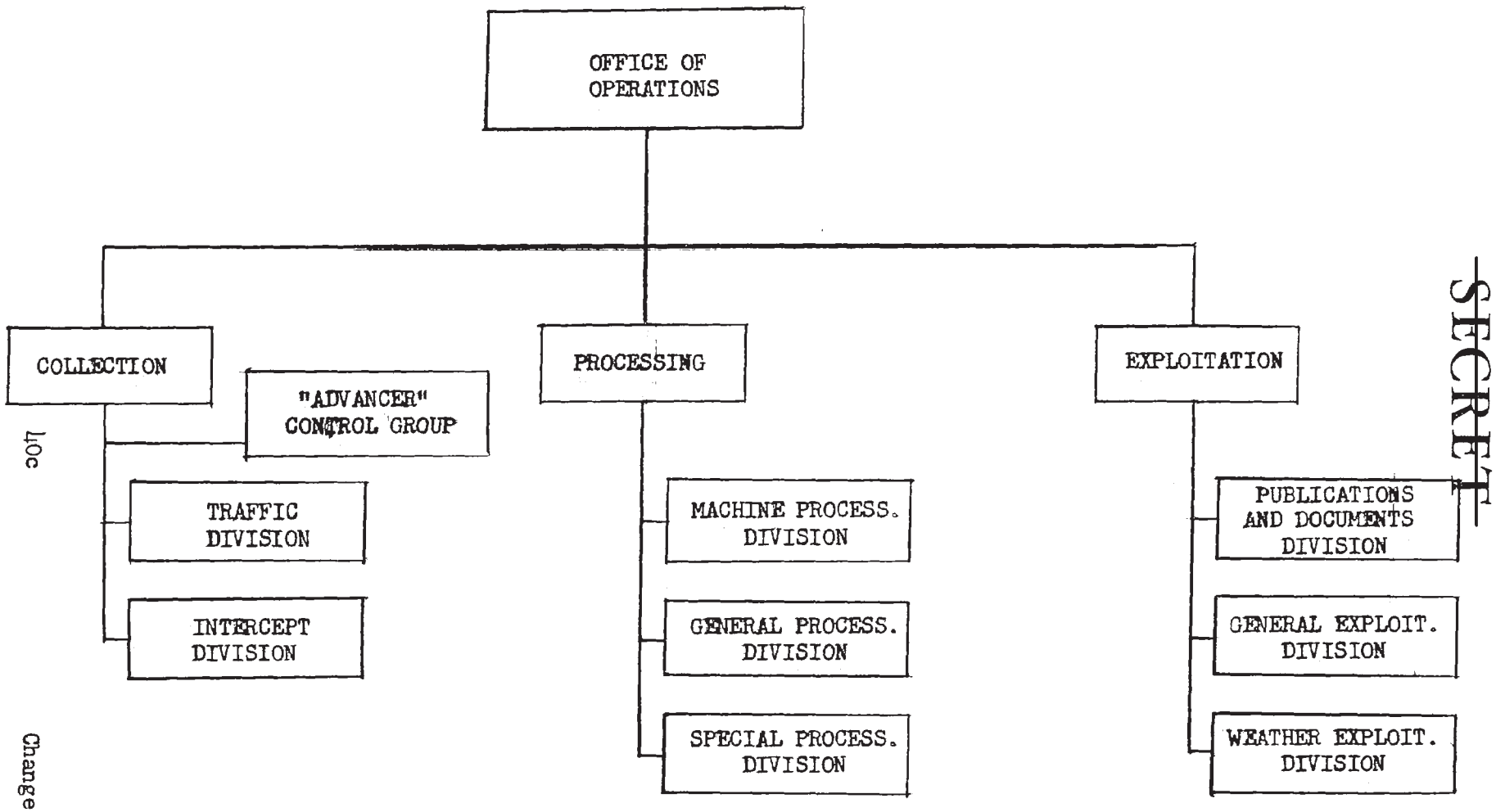
SECRET

Change No. 1

15 February 1952

DOCID: 3061910

OFFICE OF OPERATIONS ORGANIZATION (CONT.)



SECRET

40c

Change No. 1

15 February 1952

DOCID: 3061910

AFSA-02 - OFFICE OF OPERATIONS

A. Responsibilities

Responsible for the production of communication intelligence from intercepted foreign communications, and for the control of intercept facilities which are operationally directed by AFSA.

B. Organization

AFSA-02	Office of the Chief
AFSA-201	Administrative Group
AFSA-202	Planning and Management Group
AFSA-203	Laboratory Services Group
AFSA-204	Plant Engineering Group
AFSA-205	Technical Liaison Group
AFSA-206	Technical Consultants Group
AFSA-207	Intercept Control Group
AFSA-21	Traffic Division
AFSA-22	Machine Division
AFSA-23	General Processing Division
AFSA-24	Special Processing Division
AFSA-25	Publications and Documents Division

C. Functions

AFSA-02 - Office of the Chief

1. Exercises control over the subordinate echelons of the Office of Operations in the discharge of its assigned responsibilities.

2. Advises and collaborates with all elements of AFSA as required.

3. Exercises operational control over such Service COMINT activities as may be allocated to the operational control of AFSA.

4. Recommends to AFSA-03 COMINT requirements for research and development.

DOCID: 3061910

5. Recommends to AFSA-04 technical requirements for incorporation into COMSEC equipment.

6. Assigns priorities to the various tasks in the production of COMINT.

7. Insures compliance with applicable security directives, and establishes such additional security safeguards as may be necessary within the Office of Operations.

8. Provides technical support required by the Armed Forces and other appropriate agencies in their COMINT activities.

9. Collects, from any source whatever, technical information and documents [redacted]

10. Provides, as directed, members or observers on panels and working groups of departments and agencies.

(b)(3)-P.L. 86-36

DOCID: 3061910

AFSA-201 - Administrative Group

1. Formulates, coordinates, and supervises the application of all administrative and training programs, policies, regulations, and procedures within the Office of Operations.

2. Coordinates specialized on-the-job training as required for AFSA-02 personnel. Coordinates the training within AFSA-02 of Service personnel attached to AFSA for COMINT training.

3. Prepares for submission to AFSA-15 specific job requirements for procurement of military and civilian personnel for AFSA-02, and makes intra-Office assignments.

4. Translates bulk allotments of military and civilian personnel into AFSA-02 Tables of Distribution.

5. Within the Office of Operations:

a. Maintains necessary records for control purposes and coordinates preparation of reports.

b. Administers the allocation of space.

c. Formulates, coordinates, and supervises intra-Office supply procedures. Maintains appropriate records and supply levels, and obtains supplies and equipment as required.

d. Insures correct preparation of correspondence emanating from the Office of Operations.

e. Provides mail and central file service.

f. Coordinates historical activities.

g. Supervises internal security activities.

h. Assists administrative activities of various agencies maintaining offices within AFSA-02 space.

DOCID: 3061910

AFSA-202 - Planning and Management Group

1. Advises on COMINT objectives for inclusion in, and as required, supplies information on or prepares COMINT portions of AFSA plans.

2. Conducts technical planning for the Office of Operations.

3. Conducts or coordinates operational planning for the Office of Operations.

4. Prepares and maintains operational statistics and graphs as required.

5. Recommends fiscal policies and budget objectives required for effective operation of the Office of Operations. Prepares budget estimates and provides technical data necessary to justify AFSA-02 requirements.

6. Adapts and administers all fiscal and cost accounting systems within the Office of Operations.

7. Prepares for submission to appropriate Staff Divisions consolidated requirements for equipment under the cognizance of AFSA-02 in the form of a coordinated and comprehensive program.

8. Assists appropriate staff divisions in the processing of procurement orders.

9. Recommends for peacetime stockpiling the types and amounts of equipment and material over which the Office of Operations has cognizance.

10. Follows COMINT equipment research and development programs.

11. Conducts management analysis activities within the Office of Operations. Studies and develops methods and procedures for conducting effective operations and assists in the implementation of programs for their accomplishment.

DOCID: 3061910

AFSA-203 - Laboratory Services Group

1. Maintains laboratory facilities for the production, development, and detection of secret inks and related means of invisible or microscopic writing, and for the restoration of charred or mutilated documents or other material.

2. Operates special photographic intercept coverage.

3. Operates photographic and related reproduction facilities.

DOCID: 3061910

AFSA-204 - Plant Engineering Group

1. Prepares general engineering plans, requirements, and equipment specifications for facilities of fixed intercept stations which have been or will be placed under operational control of AFSA.

2. Directs and coordinates the field testing of new types of intercept equipment to determine its suitability for standardization and use in intercept activities.

3. Conducts the necessary planning and initiates statements of military characteristics for types of operational equipment for use in intercept stations under the operational control of AFSA, or in other stations as requested by the various Services.

4. Coordinates with AFSA-207 and prepares recommendations in matters affecting the selection of sites for fixed intercept stations, and the necessary programs of training for fixed intercept personnel.

5. Prepares or reviews all maintenance practices, doctrines, techniques, instructions, and indoctrination material pertaining to intercept equipment used by stations under operational control of AFSA, or by other intercept stations as requested by the Services. Disseminates to the Service cryptologic agencies technical information concerning intercept equipment and facilities.

6. Provides recommendations for and follows the conduct of the intercept equipment research and development program of AFSA. Prepares a comprehensive long-range program (including priority of development and production) for each special intercept equipment, from the time the requirement for a special intercept equipment is expressed until the equipment is placed in use.

7. Determines future capabilities of intercept stations and disseminates this information to operating divisions for operational planning.

8. Obtains from the Services, AFSA activities and other government agencies their projected requirements for intercept equipments and furnishes such information to appropriate AFSA activities.

DOCID: 3061910

9. Prepares and furnishes to AFSA-17 specifications and drawings for the procurement of intercept equipment. Acts as office of record for all such specifications and drawings.

10. Recommends initiation of procurement and distribution of special intercept equipment.

11. Provides technical assistance to AFSA-17 in connection with the administration of contracts for intercept equipment.

DOCID: 3061910

AFSA-205 - Technical Liaison Group

Performs technical liaison and exchange duties through U.S. liaison personnel assigned to cooperating agencies.

DOCID: 3061910

AFSA-206 - Technical Consultants Group

1. Makes recommendations on matters dealing with the specialized activities for which it is responsible.

2. Anticipates new cryptologic developments and conducts original research in cryptanalytic techniques, new systems, and new devices from the viewpoint of COMINT interest.

3. Provides technical assistance and guidance on current cryptanalytic problems.

4. Collaborates as appropriate in the development and use of cryptanalytic techniques and analytic machinery.

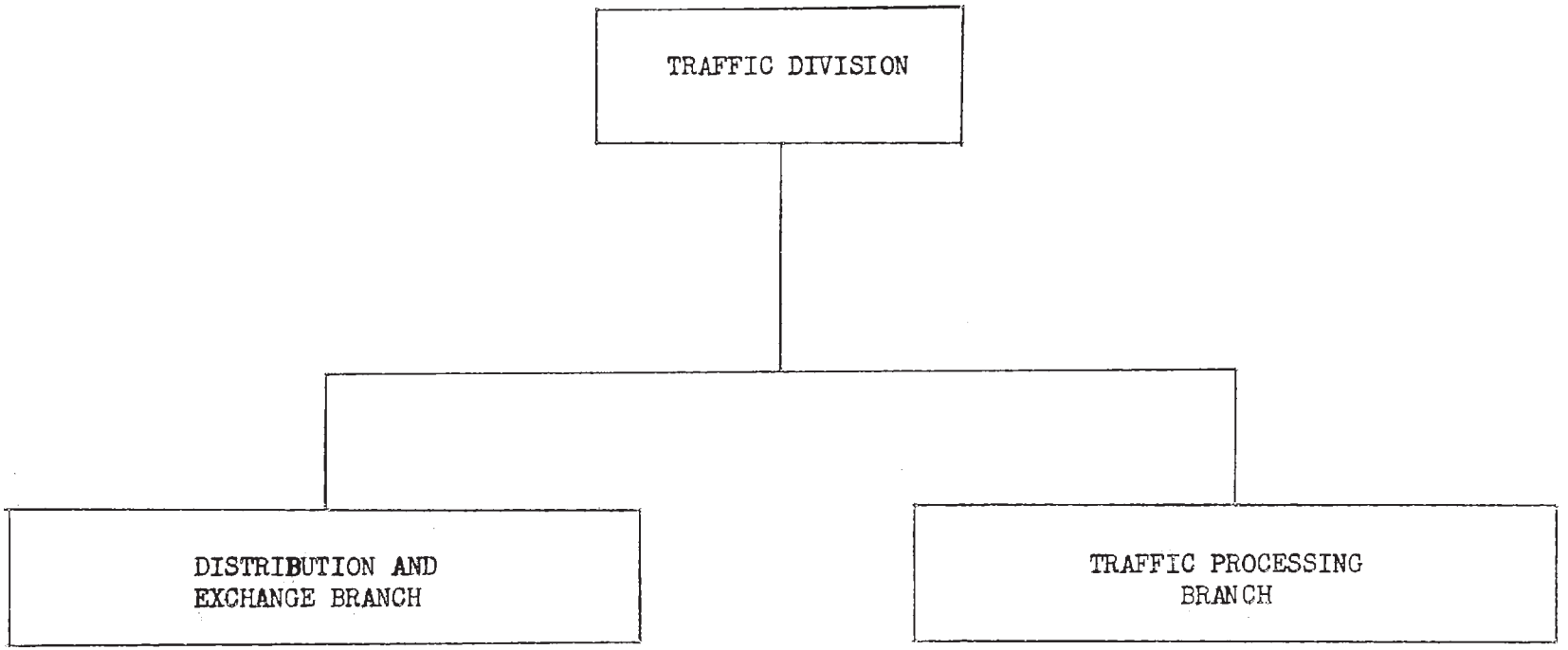
5. Maintains records of cryptanalytic research and techniques.

(b)(3)-P.L. 86-36

7. Collaborates and coordinates directly with the Analysis and Evaluation Division of the Office of Communication Security and the Communications Division as required on matters of mutual concern and specifically on the adequacy and security of AFSA communications.

DOCID: 3061910

TRAFFIC DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



SECRET

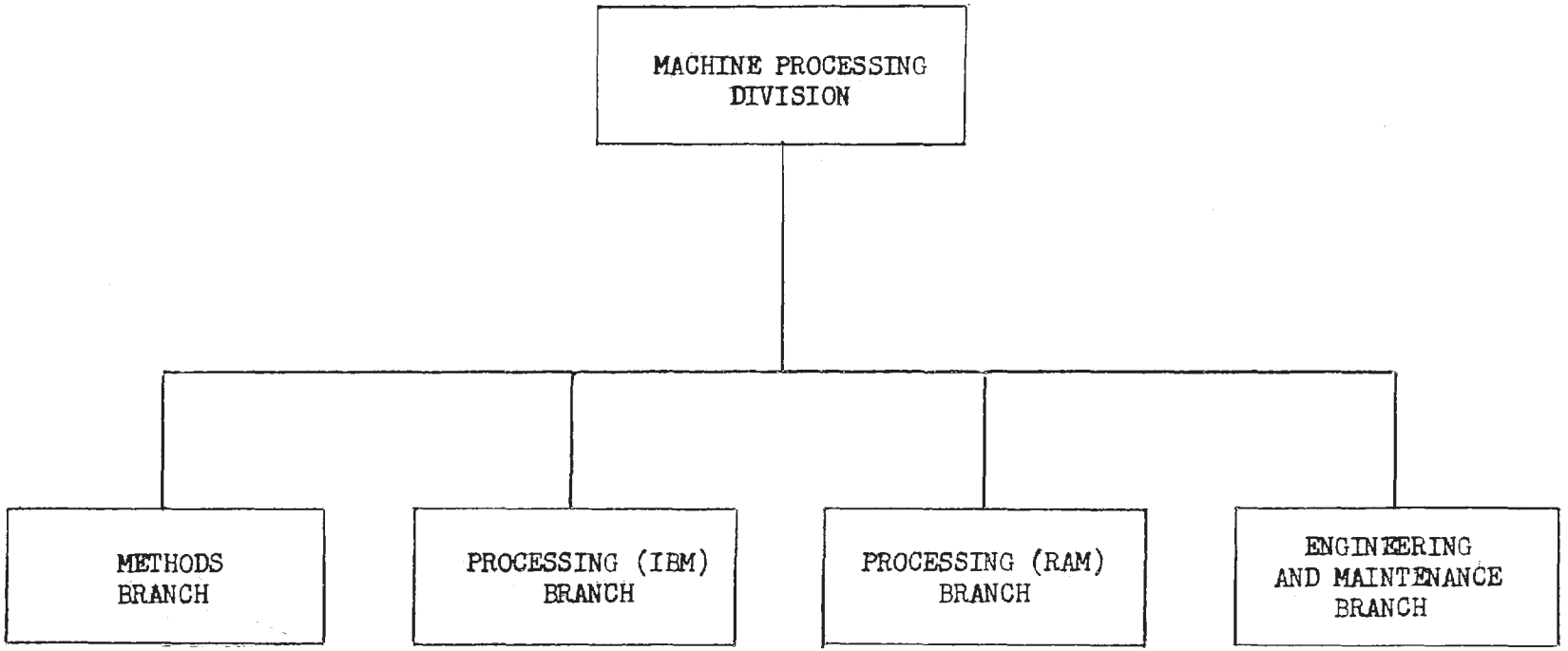
DOCID: 3061910

AFSA-21 - Traffic Division

Responsible for the receipt, identification, reproduction, distribution, and exchange of all intercept traffic received at AFSA except as specifically provided elsewhere

DOCID: 3061910

MACHINE PROCESSING DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



~~SECRET~~

15 February 1952

~~SECRET~~

DOCID: 3061910

AFSA-22 - Machine Division

1. Determines the feasibility of applying analytical machine processing equipment in the solution of cryptologic and other problems, and advises on such application.

2. Develops appropriate methods for the use of analytical machine processing equipment in the solution of cryptologic and other problems.

3. Performs operations on analytical machine processing equipment as required by AFSA activities, including services in furtherance of the cryptanalytic and cryptographic mission of AFSA, and provides assistance in the preparation of administrative records.

4. Performs small-scale, immediately operational development on and construction of analytic equipment used in conjunction with tabulating and other machine operations employed in the current production of COMINT.

5. Controls and performs maintenance of analytic equipment used in conjunction with tabulating and other machine operations.

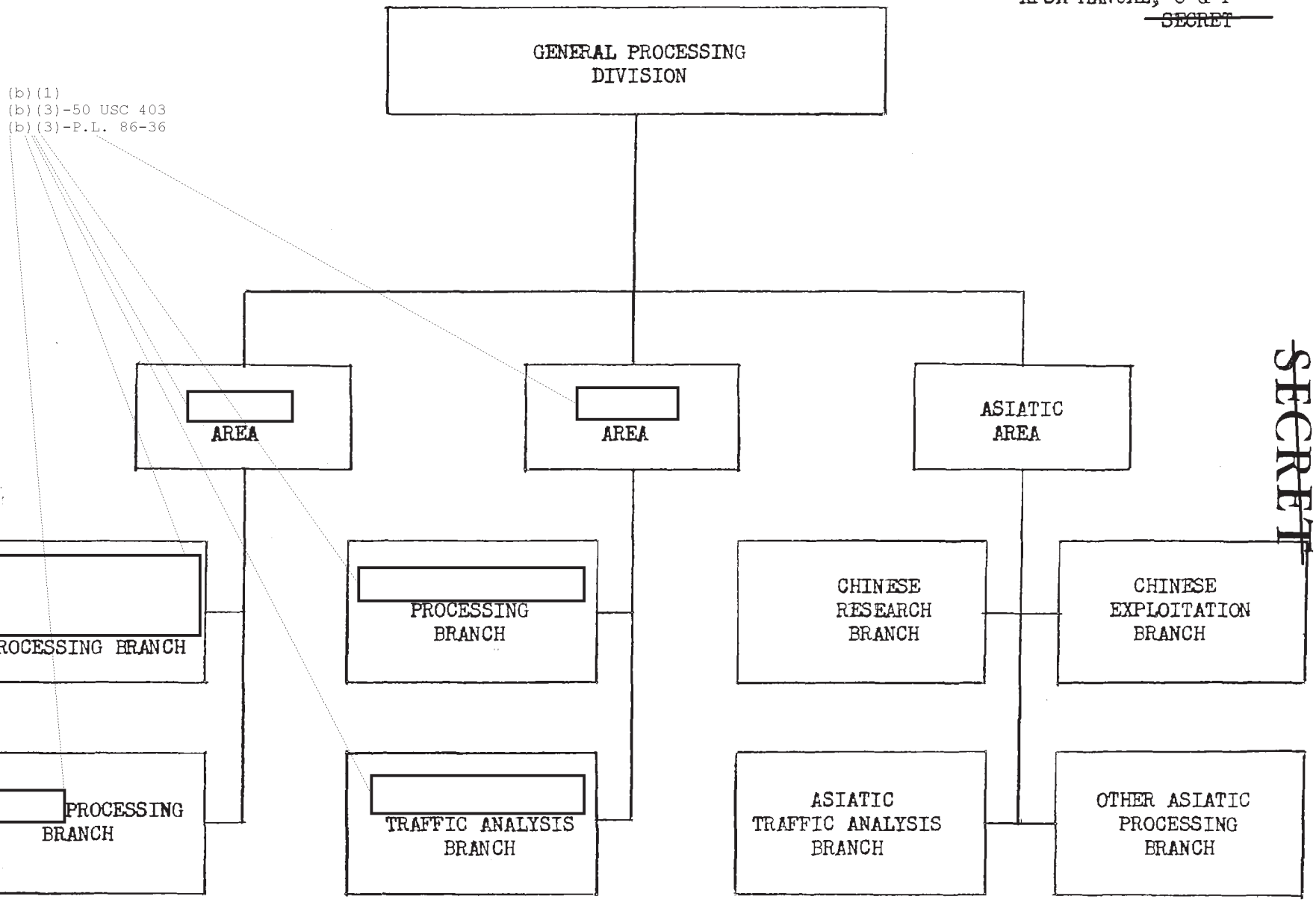
6. Collaborates with other Divisions in the consideration and preparation of military characteristics for equipment which might become the operational responsibility of the Machine Division, and makes recommendations concerning the acceptability of such new equipment for operational use

7. Plans, prepares courses, and gives specialized on-the-job training to AFSA-22 personnel and to Service personnel attached for COMINT training, subject to the coordination of AFSA-201.

DOCID: 3061910

GENERAL PROCESSING DIVISION, OFFICE OF OPERATIONS, ORGANIZATION

(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36



15 February 1952

DOCID: 3061910

(b)(3)-P.L. 86-36
(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798

AFSA-23 - General Processing Division

1. Performs identification, solution, exploitation (including translation), and traffic analysis of all foreign communications except as specifically assigned elsewhere.

2. Collaborates with AFSA-03 as required, in the application of cryptanalytic methods to [redacted] transmissions which contain some privacy or secrecy feature, [redacted] including plain language, for intelligence purposes.

3. Prepares technical reports on cryptanalysis and traffic analysis activities for informational and record purposes.

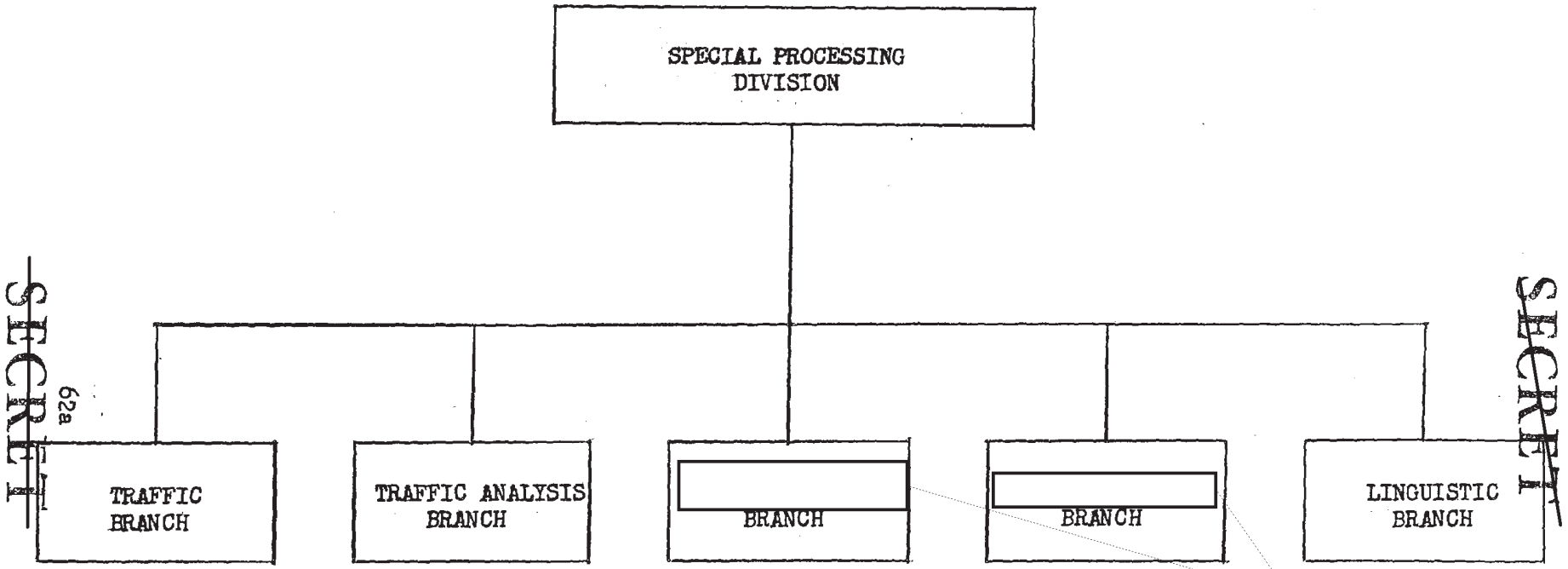
4. Operates specifically developed equipment as directed.

5. Prepares special reports based upon the results of cryptanalysis and traffic analysis research.

6. Plans, prepares courses, and gives specialized on-the-job training to AFSA-23 personnel and to Service personnel attached for COMINT training, subject to the coordination of AFSA-201.

DOCID: 3061910

SPECIAL PROCESSING DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



(b)(1)
(b)(3)-50 USC 403
(b)(3)-P.L. 86-36
(b)(3)-18 USC 798

SECRET

SECRET

DOCID: 3061910

AFSA-24 - Special Processing Division

1. Performs identification, solution, exploitation (including translation), and traffic analysis of all Task I communications and all weather communications.

2. Collaborates with AFSA-03, as required, in the application of cryptanalytic methods to Task I [redacted] transmissions which contain some privacy or secrecy feature, [redacted] including plain language, for intelligence purposes.

3. Prepares technical reports on cryptanalysis and traffic analysis activities for informational and record purposes.

4. Operates specially developed equipment as directed.

5. Prepares specialized intelligence reports based upon the results of cryptanalysis and traffic analysis research.

6. Provides technical data for supporting the operation of [redacted].

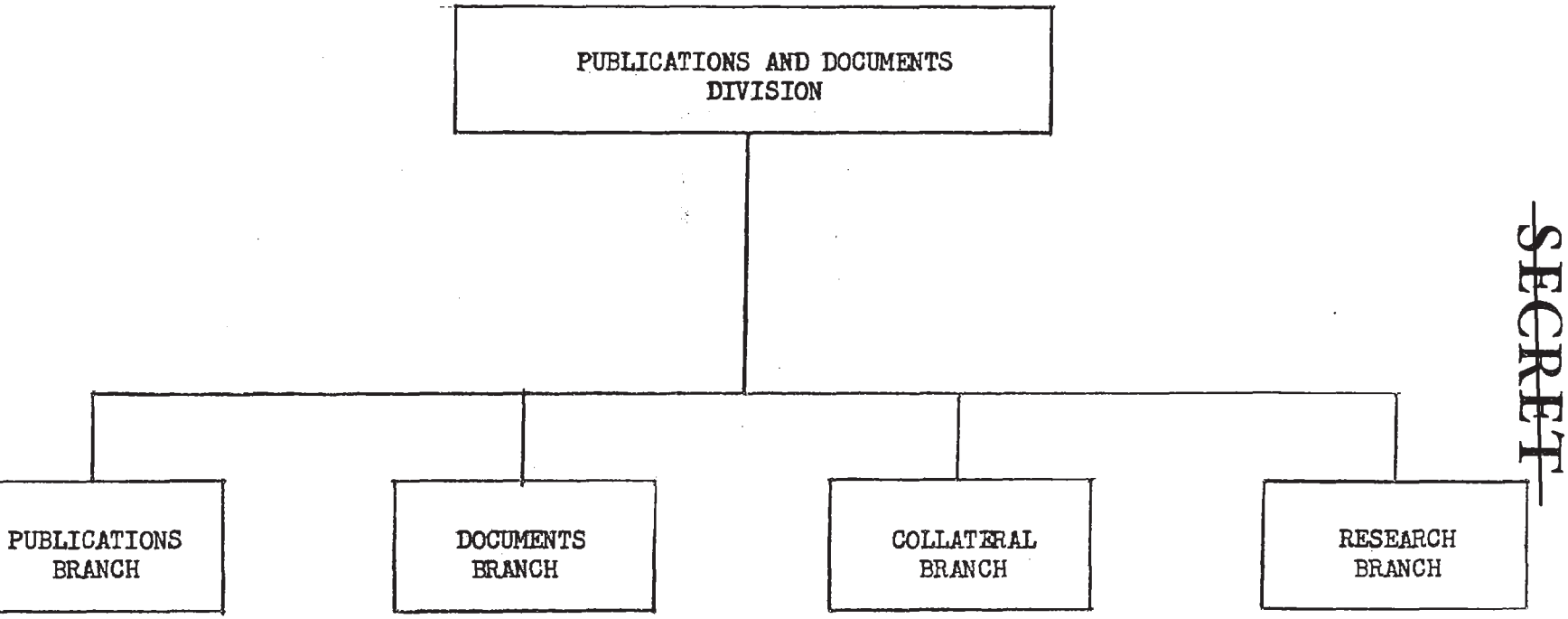
7. Plans, prepares courses, and gives specialized on-the-job training to AFSA-24 personnel and Service personnel attached for COMINT training, subject to the coordination of AFSA-201.

(b)(1)
(b)(3)-P.L. 86-36

(b)(3)-P.L. 86-36
(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798

DOCID: 3061910

PUBLICATIONS AND DOCUMENTS DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



SECRET

SECRET

DOCID: 3061910

AFSA-25 - Publications and Documents Division

1. Prepares, edits, and publishes in prescribed form the information derived from processing intercepted traffic and forwards that information to the consumer agencies as directed.

2. Maintains the AFSA Reference Service for the procurement, storage, and distribution of general reference works, periodicals, and books required for the performance of the cryptanalytic mission.

3. Accumulates COMINT and collateral information and undertakes special documentary research for the processing Divisions.

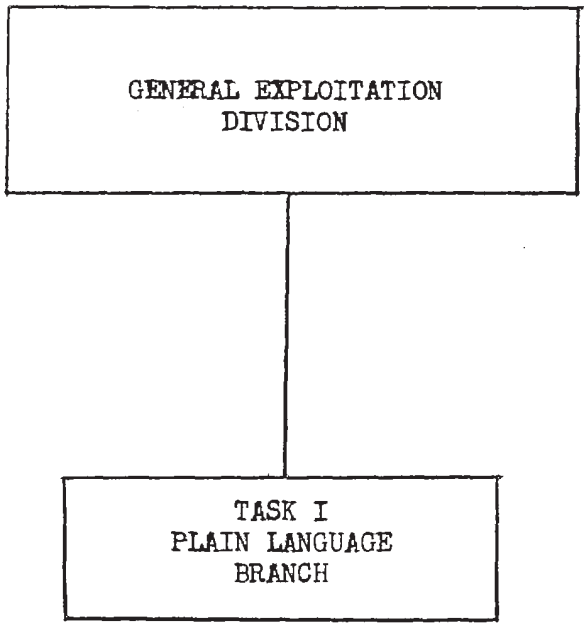
4. Records, accounts for, and distributes all classified documents (except interim and status reports) related to the processing activities of the Office of Operations.

5. Provides collateral information footnotes to the published intelligence derived from decryption and translation.

6. Prepares studies and reports based on all available pertinent information for the use of the processing Divisions and, upon request, of recipients of published AFSA products as required.

DOCID: 3061910

GENERAL EXPLOITATION DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



DOCID: 3061910

AFSA-26 - Task I Plain Text Division

1. Studies and evaluates Task I [redacted] plain text traffic, produces specialized intelligence information concerning Task I economic [redacted] organizations and capabilities, and studies on armed forces (Rear Area) as directed.

2. Compiles and disseminates technical information to guide the Task I [redacted] plain text scanning operations within AFSA and at intercept stations.

3. Prepares Plain Language Analysis Reports based on the study of Task I plain language communications.

(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798
(b)(3)-P.L. 86-36

DOCID: 3061910

15 February 1952

[redacted]

Change No. 1

DOCID: 3061910

AFSA-27 - Weather Exploitation Division

1. Identifies, solves, exploits (including translation), performs traffic analysis, and disseminates all [redacted] foreign weather communications.

2. Prepares technical reports on foreign [redacted] weather activities for informational and record purposes. (b)(3)-P.L. 86-36

3. Provides technical data for and exercises operational control of the [redacted]

4. Prepares specialized intelligence reports based upon the results of weather [redacted] research.

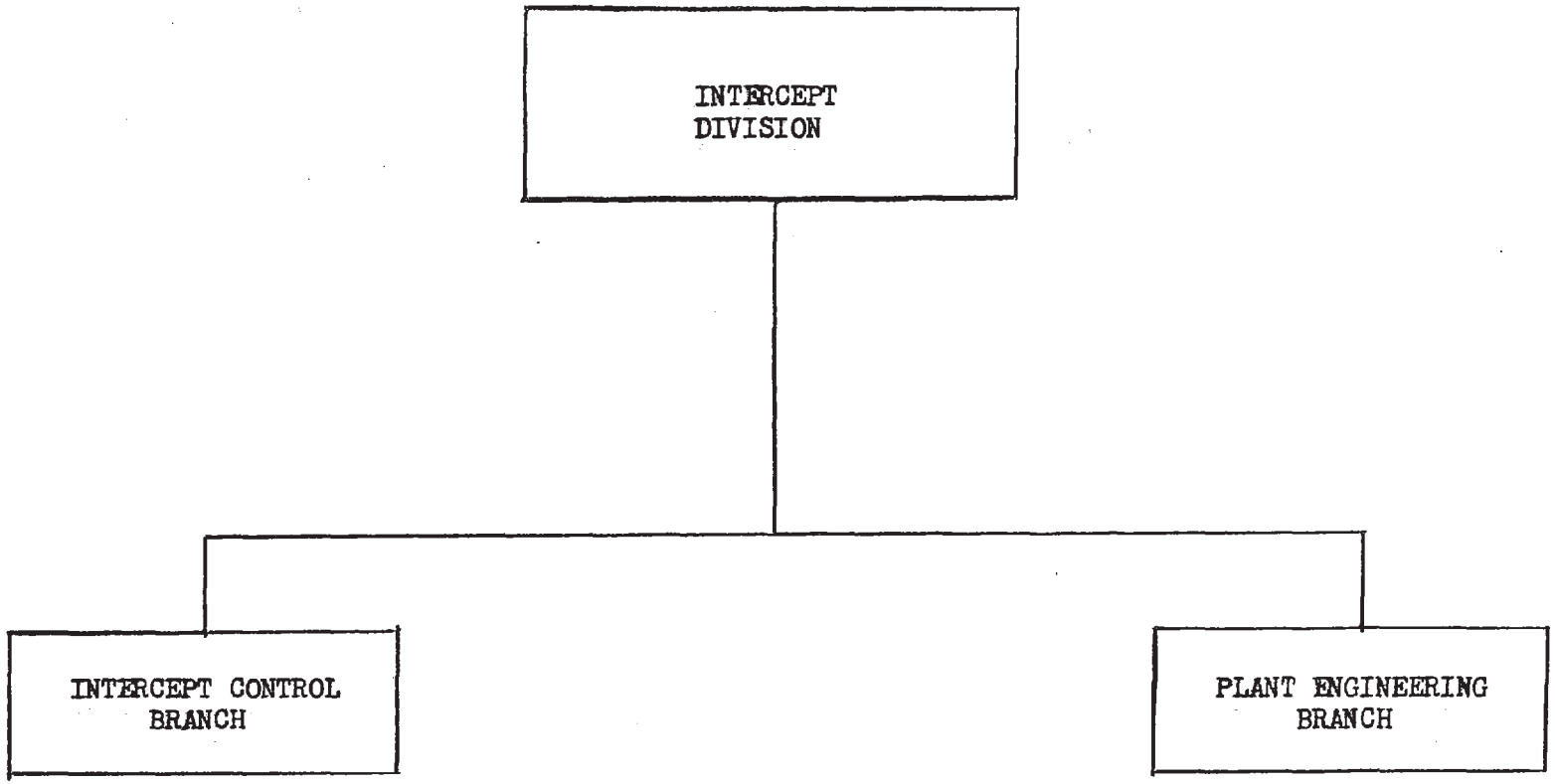
5. Provides special intelligence information derived from the analysis of weather traffic [redacted]

6. Conducts specialized on-the-job training as required.

(b)(1)
(b)(3)-P.L. 86-36

DOCID: 3061910

INTERCEPT DIVISION, OFFICE OF OPERATIONS, ORGANIZATION



~~SECRET~~

DOCID: 3061910

AFSA-28 - Intercept Division

1. Directs intercept activities and associated operations of facilities under AFSA operational control, for the purpose of obtaining foreign traffic. Coordinates Service intercept activities and those of AFSA.

2. Makes recommendations on matters affecting the selection of sites for fixed intercept stations and the necessary programs of training for fixed intercept personnel.

3. Cooperates with the Services in the selection of sites for mobile intercept facilities.

4. Prepares general engineering plans, requirements, and equipment specifications for facilities of fixed intercept stations which have been or will be placed under the operational control of AFSA.

5. Directs and coordinates the field testing of new types of intercept equipment to determine their suitability for standardization and use in intercept activities.

6. Conducts the necessary planning and initiates statements of military characteristics for types of operational equipment for use by intercept stations under operational control of AFSA, or in other stations as requested by the various Services.

7. Prepares and reviews all maintenance practices, doctrines, techniques, instructions, and indoctrination material pertaining to intercept equipment used by stations under operational control of AFSA, or by other intercept stations as requested by the Services.

8. Disseminates to the Service Cryptologic Organizations technical information concerning intercept equipment and facilities.

9. Provides recommendations for and follows the conduct of the intercept equipment research and development program of AFSA. Prepares a comprehensive long-range program (including priority of development and production) for each special intercept equipment, from the time the requirement for a special intercept equipment is expressed until the equipment is placed in use.

DOCID: 3061910

10. Determines future capabilities of intercept stations and disseminates this information to operating divisions for operational planning.

11. Obtains from the Services, AFSA activities, and other government Agencies their projected requirements for intercept equipments and furnishes such information to appropriate AFSA activities.

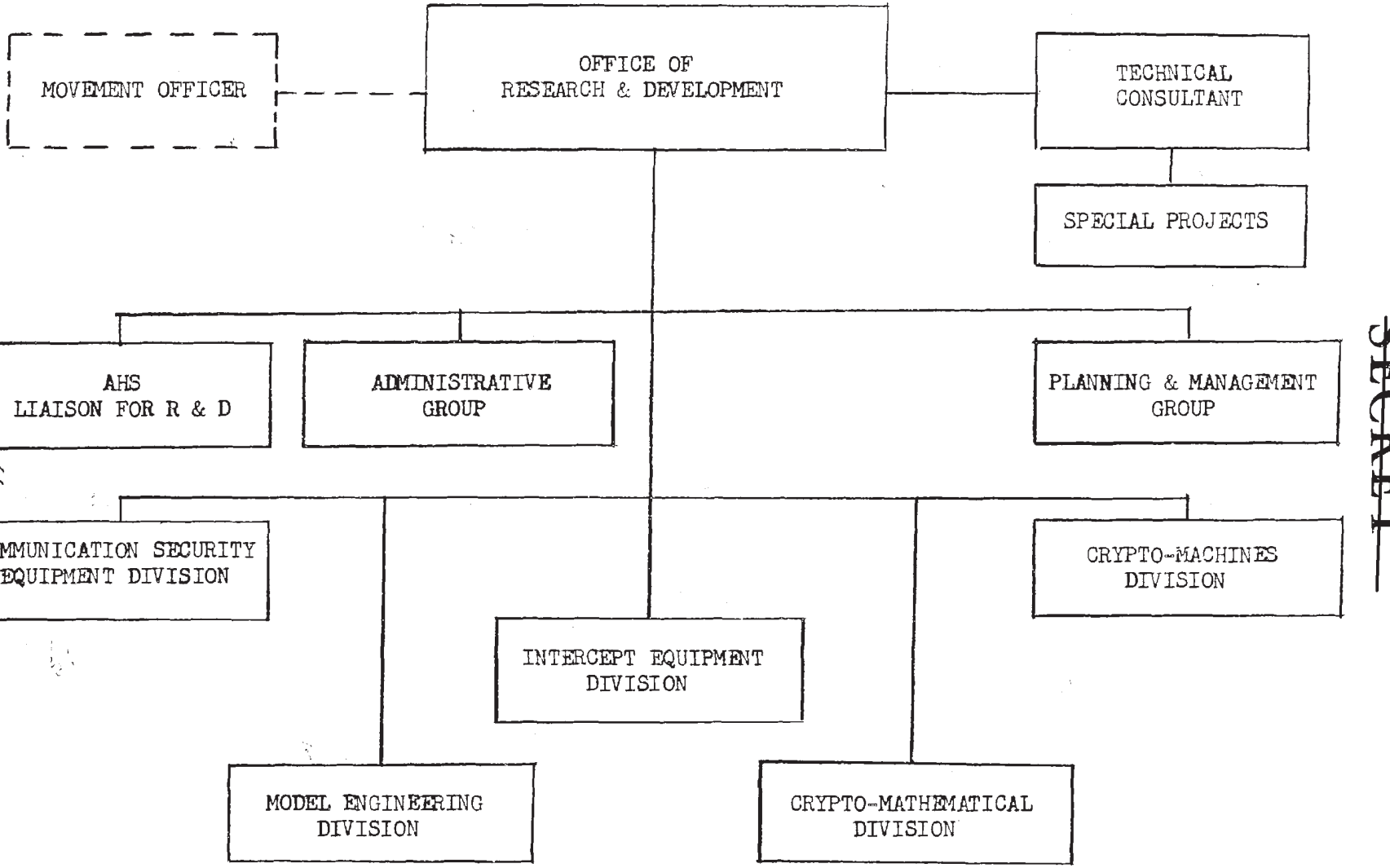
12. Prepares and furnishes to the Logistics Division specifications and drawings for the procurement of intercept equipment. Acts as office of record for all such specifications and drawings.

13. Recommends initiation of procurement and distribution of special intercept equipment.

14. Provides technical assistance to the Logistics Division in connection with the administration of contracts for intercept equipments.

DOCID: 3061910

OFFICE OF RESEARCH & DEVELOPMENT ORGANIZATION

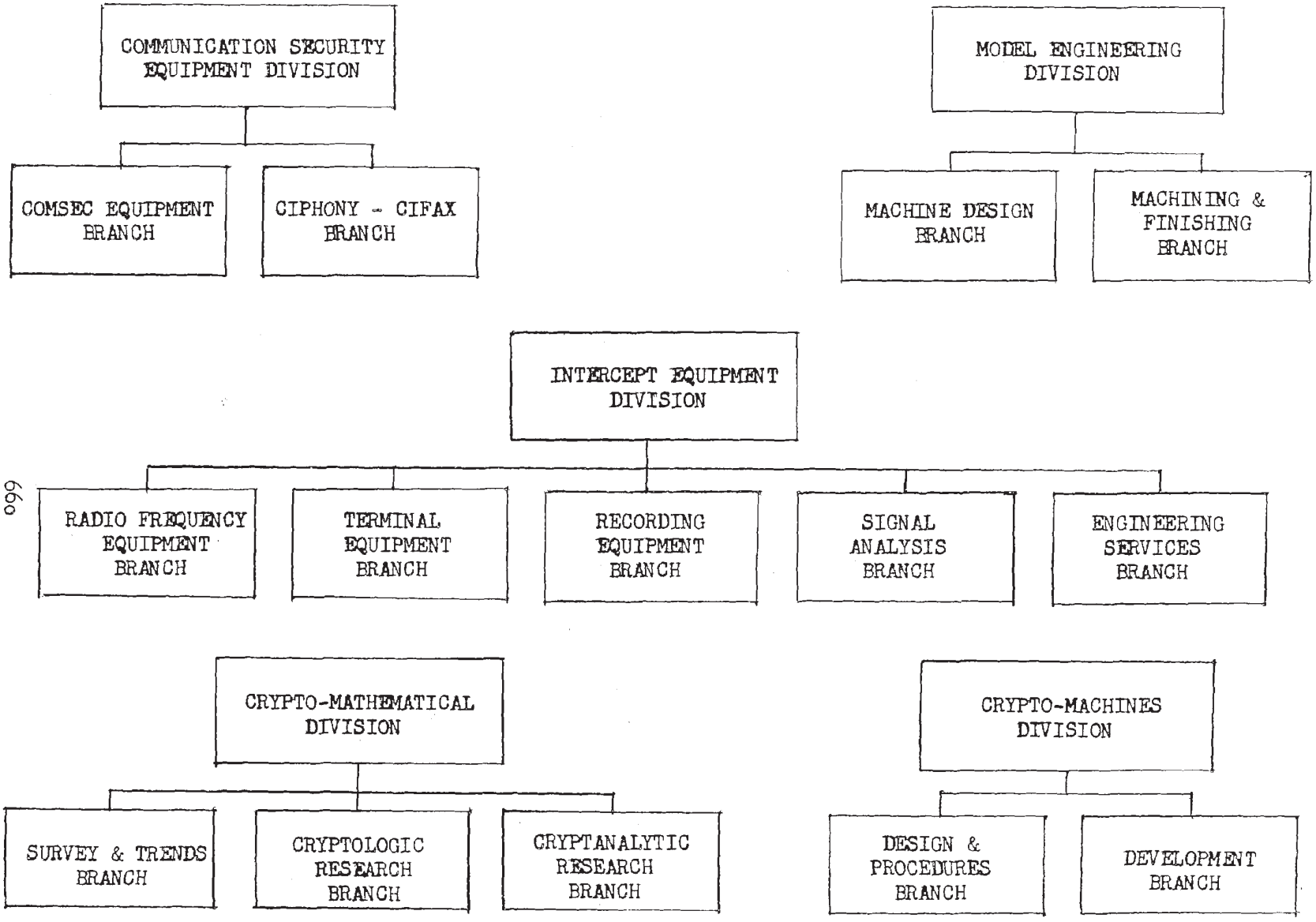


SECRET

66m

SECRET

DOCID: 3061910



SECRET

SECRET

660

Change No. 1

15 February 1952

DOCID: 3061910

AFSA-03 - OFFICE OF RESEARCH AND DEVELOPMENT

A. Responsibilities

Responsible for the implementation of the approved program for research and development of cryptologic equipment under the cognizance of AFSA.

B. Organization

AFSA-03	Office of the Chief
AFSA-301	Administrative Group
AFSA-302	Planning and Management Group
AFSA-31	Communication Security Equipment Division
AFSA-32	Model Engineering Division
AFSA-33	Intercept Equipment Division
AFSA-34	Crypto-Mathematical Division
AFSA-35	Crypto-Machine Division

C. Functions

AFSA-03 Office of the Chief

1. Exercises control over the subordinate echelons of the Office of Research and Development in the discharge of its assigned responsibilities.

2. Advises and collaborates with all elements of AFSA as required.

3. Insures provision of such technical support as is required of AFSA by the Armed Forces and appropriate government agencies in their conduct of research and development activities.

4. Exercises operational control over such Service research and development activities as may be allocated to the operational control of AFSA.

DOCID: 3061910

5. Provides technical training for personnel assigned to new equipment introductory detachments when required.

6. Insures compliance with applicable security directives, and establishes such additional security safeguards as may be necessary, within the Office of Research and Development.

7. Chief of Office is the permanent chairman of AFSAT.

8. Monitors AFSA Research and Development contracts.

9. Coordinates the research activities of AFSA conducted at stations other than AHS and NAVSECSTA.

10. Provides, as directed, members or observers on panels and working groups of departments and agencies.

DOCID: 3061910

AFSA-301 - Administrative Group

1. Formulates, coordinates, and supervises the application of all administrative and training programs, policies, regulations, and procedures within AFSA-03.

2. Coordinates specialized on-the-job training as required for AFSA-03 personnel. Coordinates the training within AFSA-03 of service personnel attached to AFSA for Research and Development training.

3. Prepares for submission to AFSA-15 the specific job requirements for procurement of AFSA-03 military and civilian personnel and makes intra-Office assignments.

4. Translates bulk allotment of military and civilian personnel into an AFSA-03 Table of Distribution.

5. Supervises internal security activities of AFSA-03.

6. Administers the allocation of space within AFSA-03.

7. Coordinates and supervises the training of clerical personnel as required to insure the correct preparation of correspondence by AFSA-03.

8. Maintains and operates Top Secret Control, mail, and central file service to AFSA-03.

9. Receives, processes, and distributes incoming correspondence and maintains follow-up on correspondence requiring action.

10. Maintains a Publication Unit for the reproduction, storing, accounting, and distribution of recurring reports and other documents prepared by AFSA-03.

11. Provides the Secretariat for the AFSA Technical Committee.

12. Collects, compiles, and disseminates technical information related to research and development activities of

DOCID: 3061910

other governmental and commercial agencies as well as that pertaining to the research and development of all cryptologic equipments.

Delete para. 13. Executes the current fiscal year funding program for AFSA-03.

Delete para. 14. Maintains the accounts necessary to ensure a balance between the requirements of and the funds available for the AFSA-03 funding program.

Delete para. 15. Operates all fiscal, auditing, and cost accounting systems within AFSA-03.

16. Recommends stock levels, maintains appropriate records, and expedites the procurement of supplies and equipment for AFSA-03.

17. Prepares for submission to appropriate Staff Divisions consolidated requirements for equipment required by AFSA-03 in the form of a coordinated and comprehensive program.

18. Recommends for peacetime stock-piling the types and amounts of equipment and material over which AFSA-03 has cognizance.

DOCID: 3061910

AFSA-302 - Plans and Management Group

1. Advises on research and development objectives for inclusion in AFSA plans, and, as required, supplies information on, or prepares, research and development portions thereof.

2. Conducts technical planning for AFSA-03.

3. Conducts or coordinates operational planning for AFSA-03.

4. Recommends fiscal policies and budget objectives required for effective operation of AFSA-03. Prepares budget estimates and provides technical data necessary to justify AFSA-03 requirements. Prepares the initial AFSA-03 funding program for the current fiscal year.

5. Prepares recommendations for the re-allocation of Research and Development funds and for the procurement of additional funds as required.

6. Conducts management analysis activities within AFSA-03. Studies and develops methods and procedures for improving the effectiveness of operations, and supervises the implementation of the management improvement program.

7. Develops and administers the AFSA-03 contracting program.

8. Supervises the administrative aspects of the monitoring of AFSA-03 contracts.

9. Provides legal counsel to AFSA-03.

10. Coordinates the preparation of Military Specifications and Purchase Descriptions for research and development contracts. Acts as the office of record for these documents.

11. Formulates policies for and supervises the operation of the intra-Office Reports and Forms control program. Acts as office of record for Distribution Lists for all recurring reports prepared by AFSA-03.

DOCID: 3061910

12. Coordinates the preparation of the monthly, quarterly, semi-annual, and annual Technical Progress Reports. Prepares Technical Summary Progress Reports.

13. Coordinates historical activities within AFSA-03.

14. Processes patents covering inventions of AFSA personnel.

15. Evaluates and makes recommendations for the control of patents affecting cryptologic equipment and processes.

16. Makes recommendations for patent clauses to be incorporated in AFSA contracts.

17. Supervises the patent aspects of the monitoring of AFSA contracts.

18. Executes the current fiscal year funding program for AFSA-03.

19. Maintains the accounts necessary to ensure a balance between the requirements of and the funds available for the AFSA-03 funding program.

20. Operates all fiscal, auditing, and cost accounting systems within AFSA-03.

DOCID: 3061910

AFSA-31 - Communication Security Equipment Division

1. Designs and develops COMSEC equipment to meet the requirements of the Armed Forces, coordinating with other organizations as required.

2. Designs and develops equipment for the derivation of intelligence from intercepted ciphony, cifax, and civision transmission.

3. Devises new cryptologic principles or improves existing cryptologic principles applicable to ciphony, cifax, and civision equipments and such other types of transmission equipments as may be required.

4. Conducts applied research on new or improved engineering principles, techniques, and materials, related to the functions stated in paragraphs 1, 2, and 3 above.

5. Exercises technical control of AFSA research and development tasks undertaken by commercial and other governmental agencies in connection with the above.

DOCID: 3061910

AFSA-32 - Model Engineering Division

1. Provides model and tool shop and finishing facilities for the research and development operations of AFSA.

2. Provides machine design, tool design, material testing, and drafting facilities, as well as mechanical engineering consultation, for the Office of Research and Development.

3. Provides such other services and facilities as specifically directed.

DOCID: 3061910

AFSA-33 - Intercept Equipment Division

1. Designs, develops, and constructs equipment of peculiar interest to AFSA for the detection, identification, source location, interception, and recording of all types of signal communications, and equipment to facilitate the initial processing of raw traffic. Develops methods and procedures for analyzing and classifying the characteristics of communications systems. Upon specific request from the using agencies, designs, develops, and constructs equipment for direction finding operations.

2. Designs, develops, and constructs special equipment of peculiar interest to AFSA for controlling intercept, direction finding, and identification operations, and for use in handling intercept traffic. (b)(3)-P.L. 86-36

3. Provides technical consultation services and conducts studies [redacted] systems, [redacted]

4. Conducts applied research related to the missions stated in paragraphs 1, 2, and 3 above.

5. Exercises technical control of AFSA research and development tasks undertaken by commercial and other governmental agencies in connection with the above.

(b)(1)
(b)(3)-P.L. 86-36

DOCID: 3061910

AFSA-34 - Crypto-Mathematical Division

1. Studies methods and techniques of cryptanalysis, including the review and improvement of those now in use, and the investigation of proposed methods.

2. Conducts mathematical and statistical studies of cryptology, and maintains files of such studies.

3. Conducts original research in cryptanalytic techniques, and in the solution of new systems and devices.

4. Collaborates and coordinates with AFSA-02 and AFSA-04 in cryptologic research.

5. Devises new cryptologic principles or improves existing principles applicable to the cryptologic components of equipment for security of all types of U.S. Armed Forces communications.

6. Exercises technical control of AFSA research and development tasks undertaken by commercial and other government agencies in connection with the above.

DOCID: 3061910

(b)(3)-P.L. 86-36

AFSA-35 - Crypto-Machines Division

1. Designs and develops [redacted] machines for the purpose of assisting the derivation of intelligence, particularly from intercept and literal communications.

2. Conducts applied research on new or improved principles, techniques, and material related to the mission stated in paragraph 1.

3. Provides technical supervision of AFSA research and development tasks undertaken by commercial and other government agencies in connection with the above.

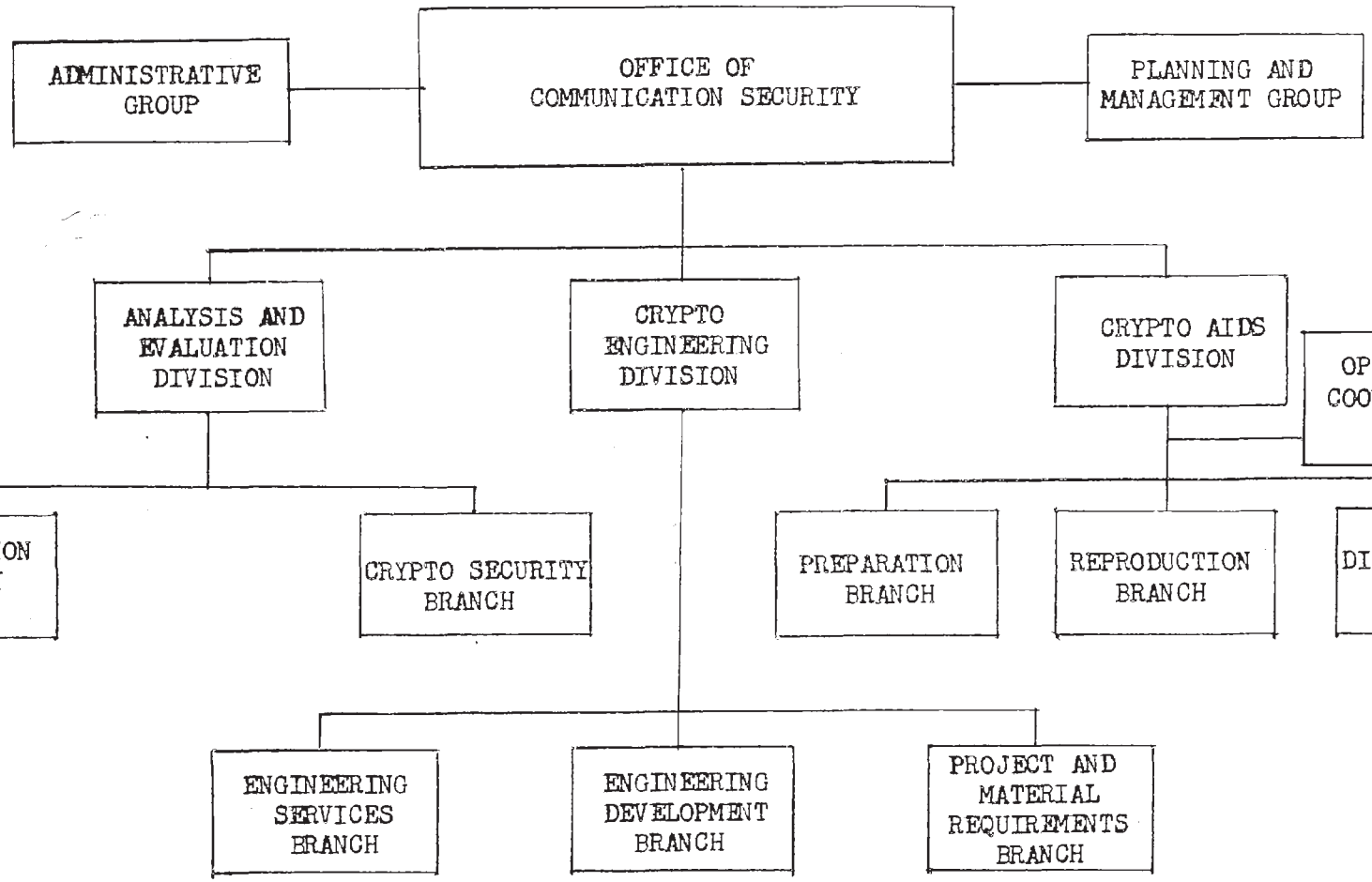
4. Performs research on operating procedures, establishes new procedures when required, and develops applications of existing or newly devised machines and machine methods to cryptologic problems.

5. Operates analytical machines whose status is such that research and experimentation is required.

6. Performs research on maintenance procedures of analytic machines and maintains the machines described in paragraph 5 above, as appropriate.

DOCID: 3061910

OFFICE OF COMMUNICATION SECURITY ORGANIZATION



SECRET

82a

Change No. 1

15 February 1952

DOCID: 3061910

AFSA-04 - OFFICE OF COMMUNICATION SECURITY

A. Responsibilities

Responsible for the performance of all COMSEC functions under the cognizance of AFSA.

B. Organization

AFSA-04	Office of the Chief
AFSA-401	Administrative Group
AFSA-402	Planning and Management Group
AFSA-41	Analysis and Evaluation Division
AFSA-42	Crypto-Engineering Division
AFSA-43	Crypto-aids Division

C. Functions

AFSA-04 - Office of the Chief

1. Exercises control over the subordinate echelons of the Office of Communication Security in the discharge of its assigned responsibilities.

2. Advises and collaborates with all elements of AFSA as required.

3. Insures provision of such technical support as is required of AFSA by the Armed Forces and appropriate government agencies in their conduct of COMSEC activities.

4. Exercises operational control over such Service COMSEC activities as may be allocated to the operational control of AFSA.

5. Insures compliance with applicable security directives, and establishes such additional security safeguards, as may be necessary, within the Office of Communication Security.

6. Chief of Office is a member of AFSAT.

DOCID: 3061910

(AFSA-04, cont.)

7. Provides technical support to Combined and NATO COMSEC activities as directed.

8. Provides, as directed, members or observers on panels and working groups of departments and agencies.

DOCID: 3061910

AFSA-401 - Administrative Group

1. Coordinates and supervises the application of all administrative and training policies, regulations, and procedures within the Office of Communication Security.

2. Coordinates specialized on-the-job training as required for AFSA-04 personnel. Coordinates the training within AFSA-04 of Service personnel attached to AFSA for COMSEC training.

3. Prepares for submission to AFSA-15 specific job requirements for procurement of AFSA-04 military and civilian personnel, and makes intra-Office assignments.

4. Translates bulk allotments of military and civilian personnel into AFSA-04 Tables of Distribution.

5. Supervises internal security activities of AFSA-04.

6. Within Office of Communication Security:

a. Administers intra-Office supply procedure.

b. Insures correct preparation of correspondence.

c. Provides mail and central file service.

d. Coordinates historical activities.

DOCID: 3061910

AFSA-402 - Planning and Management Group

1. Advises on COMSEC objectives for inclusion in AFSA plans and, as required, supplies information on or prepares COMSEC portions of these plans.

2. Conducts technical planning for AFSA-04.

3. Conducts or coordinates operational planning for AFSA-04.

4. Recommends fiscal policies and budget objectives required for effective operation of AFSA-04. Prepares budget estimates and provides technical data necessary to justify AFSA-04 requirements.

5. Adapts and administers all fiscal and cost accounting systems used within AFSA-04.

6. Prepares and maintains operational and production reports and statistics covering all AFSA-04 operations.

7. Recommends for stockpiling the types and amounts of equipment and material over which AFSA-04 has cognizance.

8. Computes and disseminates information concerning overall work load to AFSA-04 divisions for use in estimating needs and capabilities.

9. Determines, in coordination with each Service and AFSA-04 operating Divisions, characteristics and organization (cryptonets, cryptochannels) of cryptosystems which will be brought into use by the introduction of new crypto-equipment. Recommends programs for phased introduction of systems involving new crypto-equipments.

10. Maintains a continuous survey in the field of communications equipment, both civil and military, in order to keep abreast of developments in this field.

11. Provides recommendations for, and follows the conduct of, the COMSEC equipment research and development program of AFSA. Prepares a comprehensive, long-range program (including priority of development and production) for each COMSEC

DOCID: 3061910

equipment, from the time the requirement for a crypto-equipment is first expressed until the equipment is placed into use.

12. Makes recommendations concerning the establishment, for units of the Armed Forces, of a basis of issue for items of crypto-equipment for which provision is not made in standard distribution lists.

13. Performs special planning relating to, and, as directed, conducts liaison connected with, the provision of Combined U.K./ U.S. and NATO COMSEC materials and operations, with particular emphasis on organization, supply, and use of these materials.

14. Coordinates recommendations concerning the preparation of technical training programs and training standards for COMSEC personnel of the Armed Forces.

15. Conducts management analysis activities within AFSA-04. Studies and develops methods and procedures for conducting operations, and assists in the implementation of programs for their accomplishment.

16. Obtains from the Services, AFSA activities, and other government agencies their projected requirements for crypto-equipments and furnishes such information to appropriate AFSA activities.

17. Prepares and furnishes to AFSA-17 specifications and drawings for the procurement of COMSEC equipment. Acts as office of record for such specifications and drawings.

18. Recommends initiation of procurement and distribution of COMSEC equipment.

19. Provides technical assistance to AFSA-17 in connection with the administration of contracts for crypto-equipment.

DOCID: 3061910

(b)(3)-P.L. 86-36

AFSA-41 - Analysis and Evaluation Division

1. Engages in those phases of COMSEC related to the provision and method of use of sound cryptosystems, and the physical security policy related thereto.

2. Provides security and procedural evaluation of all existing and proposed cryptosystems and COMSEC mechanisms and devices, [redacted]

3. Conducts programs of examination, for violations of cryptosecurity, of encrypted traffic of the Armed Forces.

4. Arranges through the Services for obtaining traffic volume reports, and prepares studies based on them.

5. Recommends, prepares, and reviews policy, doctrine, techniques, procedures, instructions, and indoctrination material pertaining to cryptosecurity, physical security of cryptomaterial, transmission security, [redacted]

6. Supervises implementation of established policies designed to protect military communications against cryptanalysis. (b)(3)-P.L. 86-36

7. Devises crypto-operating procedures which will provide maximum cryptosecurity compatible with operational requirements.

8. Recommends procedures for the Armed Forces which will govern the reporting of violations and possible compromises of cryptomaterial, determines and declares all compromises of cryptomaterial, initiates remedial action through appropriate channels, and maintains appropriate records in connection therewith.

9. Recommends special cryptosystems for non-military agencies as directed, and assists in the formulation of COMSEC policies and procedures for such agencies.

DOCID: 3061910

10. Undertakes intelligence evaluation as necessary to insure proper evaluation of security of U.S. communications in the light of foreign communications analysis potential, and known foreign COMINT activity.

11. Engages in those phases of COMSEC related to the protection of military communications against all forms of interception and traffic analysis.

12. Reviews communication operating procedures and recommends steps to insure conformance with transmission security requirements.

13. Maintains records and information concerning disposition and availability of security monitoring facilities of the Services.

14. Initiates requests to the Services for performance of special security monitoring missions.

15. Controls such surveillance activities of the Armed Forces as are placed under the operational control of AFSA.

16. Performs analysis of U.S. military communications for transmission security and for cover and deception purposes.

17. Reviews plans prepared by other organizations in the field of communications cover and deception. Provides such technical advice in communications cover and deception as may be required. Provides, as required, special training and instruction to personnel engaged in communications deception activities. Exercises technical control of the cryptographic aspects of cover and deception plans.

18. Advises other AFSA elements on matters pertaining to cryptologic countermeasures which are under the cognizance of AFSA.

19. Maintains surveillance of AFSA communications for the purpose of insuring maintenance of maximum security. Devises procedures to insure security of AFSA communications.

20. Maintains liaison with Service cryptologic agencies, other U.S. government and civil organizations [redacted] as directed. [redacted] (b)(3)-P.L. 86-36

DOCID: 3061910

21. Coordinates and collaborates directly with the Technical Consultants Group of the Office of Operations and the Communications Division as required on matters of mutual concern and specifically on the adequacy and security of AFSA communications.

DOCID: 3061910

AFSA-42 - Crypto-Engineering Division

1. Provides engineering services as required in connection with crypto-equipment issued by AFSA.

2. Manufactures or modifies crypto-equipment as directed. In this connection, designs and develops modifications of existing crypto-equipment as may be required.

3. Prepares all maintenance instructions and changes thereto for all cryptomechanisms under the cognizance of AFSA.

4. Provides maintenance of government-owned teletypewriter and crypto-equipment utilized by AFSA.

5. Produces cryptographic tapes and special keying material for issue by AFSA.

6. Processes all crypto-equipment marked for long-term storage.

7. Performs life expectancy and equipment failure tests on crypto-equipment issued by AFSA.

8. Designs, develops, and produces special test and production devices, tools, and equipment for use by this Division and the crypto-maintenance elements of the Armed Forces.

9. Manufactures parts and components as required for crypto-equipments.

10. Obtains, stocks, and issues parts required for field maintenance.

11. Maintains a complete file of manufacturing drawings of all crypto-equipment issued by AFSA.

DOCID: 3061910

AFSA-43 - Crypto-aids Division

1. Directs the preparation, bulk allocation, distribution, and accounting of COMSEC material for which AFSA is responsible, for use by the Armed Forces, other U.S. governmental agencies, and certain allied governments.

2. Schedules the preparation and production of cryptographic material for the Armed Forces including changes and corrections thereto, in sufficient quantity and sufficiently in advance of their effective dates to assure the availability of required cryptomaterial.

3. Implements those portions of the cryptographic plan for the Armed Forces which relate to the establishment of cryptographic channels, allowances, and the assignment of cryptomaterial to classes and areas.

4. Assigns nomenclature to Armed Forces cryptographic systems, documents, machines, and related material. Maintains appropriate records in connection therewith.

5. Receives, reviews, and processes requests for current cryptomaterial for use by the Armed Forces and non-military agencies. Prepares letters of promulgation concerning their production, distribution, and use.

6. Coordinates, plans, and schedules current requirements for cryptomaterial for non-military agencies. Determines cost of such material, and prepares the necessary fiscal and shipping documents in connection therewith.

7. Coordinates the format for cryptographic documents.

8. Recommends policies for the Armed Forces pertaining to distribution and accounting of registered cryptomaterial.

9. Makes necessary arrangements for receipt and dispatch of cryptomaterial by the Army-Air Force Courier Services, Post Office Department, Railway Express, and certain allied governmental courier services.

10. Maintains a library of all registered cryptodocuments.

DOCID: 3061910

11. Produces cryptologic publications for the Armed Forces and certain non-military agencies, including changes and corrections thereto.

12. Establishes and directs the techniques and procedures utilized in the reproduction of cryptographic material.

13. Operates specialized devices, with IBM equipment, used in the preparation, processing and production of cryptomaterial.

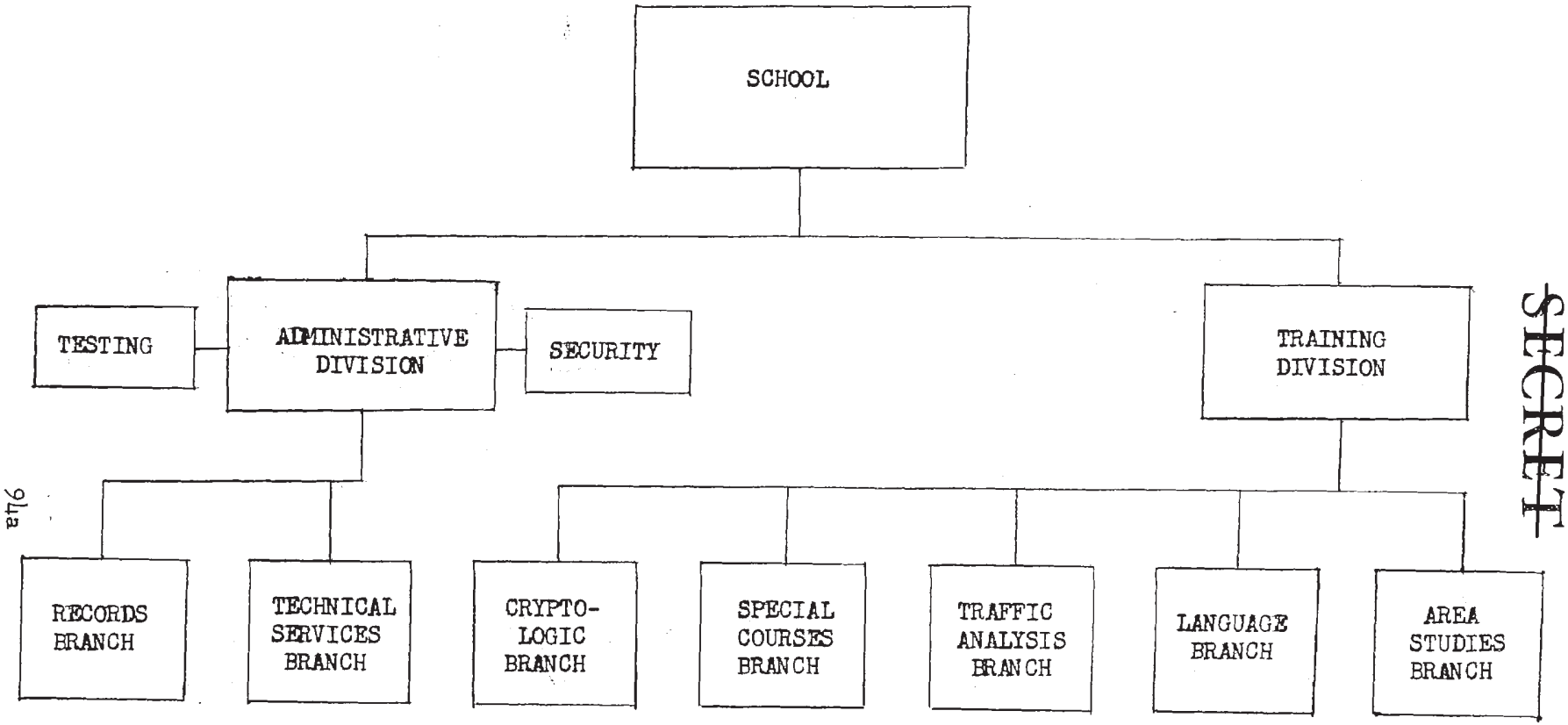
14. Operates equipment used in the reproduction of cryptologic materials for all elements of AFSA.

15. Provides technical data concerning the establishment, operation, and logistic support of field cryptographic reproduction plants under the operational control of AFSA.

16. Determines technical requirements for equipment needed to meet production loads and recommends initiation of procurement action to obtain the necessary production equipment, material, and supplies required for the production of printed cryptomaterial by AFSA and the field cryptographic reproduction plants under AFSA operational control.

DOCID: 3061910

SCHOOL ORGANIZATION



DOCID: 3061910

AFSA-05 - AFSA SCHOOL

A. Responsibilities

Responsible for training military and civilian personnel in specialties needed by AFSA, except as otherwise assigned.

B. Functions

1. Formulates schedules and programs of instruction.

2. Maintains necessary scholastic records and issues certificates as required.

3. Determines special aptitudes and abilities as a guide to the assignment of students on the completion of training. Makes reports to AFSA-15 concerning the qualifications of personnel completing the prescribed course of training.

DOCID: 3061910

(b)(1)
(b)(3)-P.L. 86-36

FIELD ORGANIZATIONS

AFSA Field [redacted]

AFSA Field Activities

DOCID: 3061910

AFSA FIELD [redacted]

(b)(1)
(b)(3)-P.L. 86-36

A. Responsibilities

Responsible for the production of weather information from intercepted foreign communications. Operational control is exercised by the Director through the Chief of the Office of Operations.

B. Functions

1. [redacted] and translate the results into recognizable form for use by authorized recipients.

2. Translate [redacted] into forms useable by authorized recipients.

3. Convert [redacted] and other media into intelligible form for recipients.

4. Ascertain the value, from the standpoint of local consumer needs, of information carried on various radio circuits which are under their scrutiny, and keep DIRAFSA informed of consumer needs.

(b)(3)-P.L. 86-36

5. [redacted] the weather traffic passed on circuits under their scrutiny.

6. Isolate and make preliminary analysis of new weather systems of target countries.

7. Organize and maintain files and indices of information used in and resulting from the operations listed above, suitable for immediate use or expansion.

8. Cooperate with the general traffic analysis sections of the stations at which located.

(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798
(b)(3)-P.L. 86-36

DOCID: 3061910

(b)(3)-P.L. 86-36
(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798

9. Provide technical support for Service field weather activities as directed by AFSA.

10. Disseminate [redacted] weather reports to authorized consumers in time for operational use.

11. Provide to AFSA-02 necessary [redacted] control information and statistics.

12. Pass [redacted] to the traffic analysis sections of the stations at which located, for their use.

13. Maintain working-level liaison with other COMINT and weather activities as authorized by the Director, in accordance with USCIB and AFSAC policies.

(b)(3)-P.L. 86-36
(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798

DOCID: 3061910

(b)(3)-P.L. 86-36
(b)(1)
(b)(3)-50 USC 403

AFSA FIELD ACTIVITY [redacted]

A. Responsibilities

Responsible in the [redacted] for assisting the Director in discharging his responsibilities for coordinating individual Service cryptologic activities and those of AFSA, and for the provision of technical support to the Services in their conduct of cryptologic activities.

B. Functions

1. Coordinates the individual Service cryptologic activities and those of AFSA as necessary to insure the optimum degree of mutual support consistent with the effective conduct of such activities, and provision of technical support to Service cryptologic activities [redacted] Such coordination envisages the provision of assistance, advice, and recommendations to appropriate elements concerning the utilization of intercept and processing resources, the mutual support of field activities, and the interchange of personnel, equipment, techniques, and technical information, with the objective of minimizing duplication of effort and providing a compatible meeting ground for joint problems requiring solution. (b)(3)-P.L. 86-36

2. Assists in and, as necessary, conducts [redacted]

3. Assists in and, as necessary, conducts examination of [redacted] and insures that [redacted], are forwarded to the Director in accordance with existing joint policies.

4. Provides an advance technical base to which AFSA task groups can be assigned for special cryptologic operations as may be required when such operations are beyond the capabilities of the individual Service cryptologic units and when such operations will more effectively support U.S. forces [redacted] than if the operations are conducted at AFSA Headquarters.

(b)(1)
(b)(3)-50 USC 403
(b)(3)-18 USC 798
(b)(3)-P.L. 86-36

DOCID: 3061910

~~SECRET~~

DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D.C.

15 February 1952

~~SECRET - SECURITY INFORMATION~~

CHANGE NO. 1 TO AFSA MANUAL, ORGANIZATION AND FUNCTIONS, DATED 14 DECEMBER 1951

1. The original pages v, ix, x, xi, 15, 19, 23, 25, 33, 34, 49, 50, 51, 53, 55, 71, and 72 will be detached and destroyed by burning.

2. The attached replacement pages v, ix, x, xi, 15, 19, 22c, 22d, 23, 33, 34, 53, 71, 72, and additional pages vi, 16a, 22a, 26a, 28a, 30a, 32a, 34a, 36a, 40a, 40c, 56a, 58a, 60a, 62a, 64a, 66a, 66c, 66e, 66g, 66i, 66k, 66l, 66m, 66o, 82a, 90a, 94a and 101 will be inserted.

3. The following pen and ink changes will be made:

a. The title, "Plans and Policies Division" on page 27 will be changed to read "Plans and Policy Division".

b. Add the following paragraph to page 35 (Security Control Division):

(b)(1)
(b)(3)-P.L. 86-36

6. Supervises the performance of duty of AFSA Security Watch Officers and takes necessary action on reported security violations.

c. Paragraphs 13, 14, and 15 on page 70 will be deleted.

d. "AFSA Field Activities" will be added under "AFSA Field [redacted] on page 97.

4. A record of these changes will be made on page vii.

5. This page will be inserted in front of page i as a permanent record of this change.

FOR THE DIRECTOR:

Geo Campbell

GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION
As indicated in basic manual

~~SECRET~~