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P.L. 86-36

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## **Editorial**

Style is an elusive thing. I remember a coworker who had an elegant way of speaking, but when I tried to analyze how he did it, I could never pin down anything central or basic. It just seemed that he had a good grasp of a lot of peripheral details. The only way I can describe him is to say that he never spoke in "rough draft." And I envied him for that ability.

What brings my coworker to mind is a question of style that has been bouncing around here at CRYPTOLOG. What kind of a magazine do you, the readers, want?

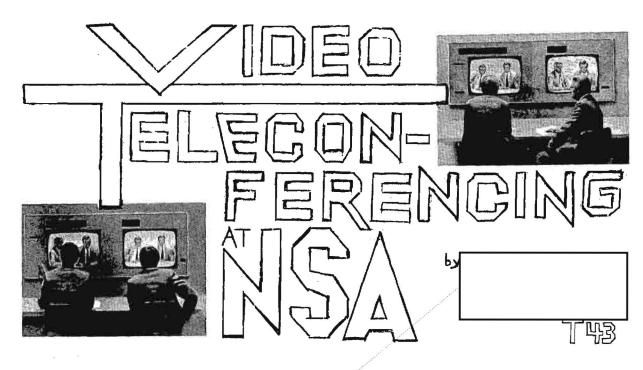
We get feedback, of course. On the very same day, we received one note that wondered why we don't put in the weird and nutty titles any more, and another that thanked us for switching to titles that were clean and easy to read. Call that a draw.

Here is a specific question for you about CRYPTOLOG. At one end of the scale, there are the clean, crisp page layouts with lots of white space and a generally "glossy" look, which is to journalism students what structured programming is to computer students. At the other end of the scale is what someone has called "early Whole Earth Catalog." Where should CRYPTOLOG be on that scale? What do you think? Let us know.



Note:

The January 1983 issue may be late in arriving, because of its size. It should be changed from "January" to "January-February" and from "No. 1" to "No. 1-2"



P.L. 86-36



#### INTRODUCTION

s early as the 1880s the concept of electrically transmitting and receiving transient visual images through the air as electromagnetic waves had been explored. Paul Nipkow, a German scientist, pioneered a scanning device in 1884 that sent pictures short distances. By 1928 scientists had perfected Nipkow's invention. On September 11, 1928, an experimental television station, W2XAD, provided visual stimuli which were meshed with the audio track of radio station WGY to present the first production on television. In 1936 the National Broadcasting Company (NBC) was the first to combine the audio and visual signals into a single transmission medium.

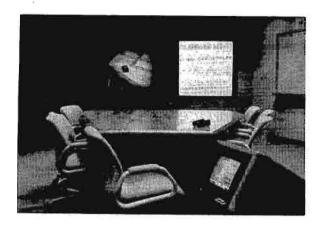
(U) Today the concept of transmitting and receiving visual images is not unlike that of yesteryear. However, its magnitude and applications are far more sophisticated and extensive. The emphasis today is placed on television to operate in a two-way, full-duplex configuration which will allow groups of people in geographically separate locations to interact in both the audio and visual modes simultaneously. This technique, referred to as Video Teleconferencing, is currently being used by a number of corporations, government organizations, and educational institutions as a substitute for, or supplement to, travel.

(U) With the costs of travel escalating and government funding declining, it is time for the National Security Agency to research and analyze the feasibility of adopting Video Teleconferencing for use in selected Agency applications.

#### BACKGROUND

#### Concept of Video Teleconferencing

- (U) Video Teleconferencing is a means of conducting a visual and audible conference between two or more groups of people who are geographically separated, while maintaining all the realism of a face-to-face meeting. In addition to allowing the other participants to be seen and heard, video conferencing can permit in its system configuration the simultaneous exchange of hardcopy and graphic information. Video Teleconferencing is a relatively new term in the field of communications; however, the original process of transmitting and receiving audio-visual signals was developed in the late 19th century.
- (U) Face-to-face conversations between people is considered by many to be the most productive communication tool. Because of geographical separation, time constraints, and travel costs, face-to-face meetings are not always practical. Implementation of a video



conferencing system could provide a reduction in undesirable travel, greater flexibility in scheduling meetings, and better structured, higher quality conferences.

(U) Studies in the use of video teleconferencing suggest that, "Video conferencing is effective for task-oriented meetings that are short, structured, have a specific purpose and involve a limited number of participants who know each other."[1]

## Video Teleconferencing as a Replacement for Travel

(6) In recent years the cost of travel has increased at an annual rate of 35 percent.[2] NSA is not immune to those escalating costs in travel. In 1981, NSA's expenditures for temporary duty (TDY) trips, both Operational and Maintenance (O&M) and Research and Development (R&D), totaled \$13.8 million.[3] Putting this astronomical figure into perspective, it equates to \$865.00 for every civilian employed at the NSA headquarters (15,953).[4]

(U) Many major corporations are adopting video teleconferencing as a substitute for travel in an attempt to offset soaring costs. Atlantic Richfield, for example, estimates that its annual travel expenses have risen from \$20 million to \$50 million in recent years. These awesome figures have persuaded Atlantic Richfield to adopt video teleconferencing with the hope of cutting corporate travel costs by 20 percent. Westinghouse activated a video teleconferencing link between Baltimore and Edwards Air Force Base in California in late 1982. Sperry Univac, another major corporation, has been using freeze-frame video since 1978 between its headquarters in Pennsylvania, Minnesota, and Utah.

(U) The saving in travel funds is a major consideration for these companies. In view of NSA's huge travel expenditures for 1981, the adoption of video teleconferencing should be considered. However, the monetary saving is not the only benefit to be realized in adopting video conferencing. Meetings can be scheduled more frequently and on shorter notice since travel time associated with such meetings could be reduced. Attendance is more flexible. Many more participants, who otherwise might be unable to attend a face-to-face meeting, would be allowed to take part. The "catch-up" syndrome, time required by travel participants to catch up on daily tasks that have built up during the TDY period, could be eliminated. These latter benefits are difficult to quantify monetarily, but they remain justifiable considerations in the decision to implement video teleconferencing.

## Psychological Aspects of Video Teleconferencing

(U) Although video teleconferencing could provide a more elaborate means of conducting geographically separated meetings while, at the same time, proving to be an invaluable asset in corporate savings, its implementation may create obstacles that participants must overcome to to achieve total effectiveness. With the introduction of video teleconferencing as a replacement for the actual in-person assemblage, one must be able to present oneself and one's environment. Some may find it difficult to project ideas in a natural manner while in an artificial setting. Recent studies suggest possible video conferencing difficulties if the participants are strangers or of differing ranks and grade levels.

"...when only a voice channel is available, communicators create an image of the person speaking, which while it may not accurately represent that person, is complete in itself. A low definition video representation may be sufficient to interfere with the information of such an image while being too ambiguous to create a satisfactory image in its own right. Maintaining friendly relations, is reported as being less difficult, suggesting that the video image is sufficient to act as a reminder stimulus if the person is already known, although people using teleconference for regular meetings still experience the need to meet face-to-face about once every.three or four meetings."[5]

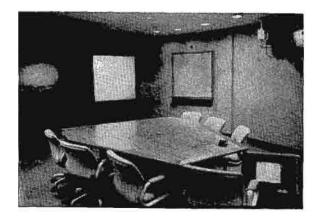
(U) During video conferences, first impressions are made via auditory and visual channels exclusively. The initial handshake and

working lunches would be eliminated through video conferencing usage. Some may find these factors a boon or a hindrance, depending on past conference experiences and conference goals. Subtle mood changes and all other sensory modalities would likely be lost through the video conferencing approach. It has been said that, "People don't like to change the way they do things. They like to press the flesh, watch the fellow's reaction to what they say, swap stories and all the rest."[6]

(U) The video teleconferencing method of communcating would allow for immediate feedback of material presented, as well as allow for group dynamics to take a part in the decision-making. Aetna Life & Casualty is reported as having realized more efficient video teleconferencing sessions than face-toface meetings in some instances. The conferees appear more determined and eager to capitalize on the video conferencing facilities once they are scheduled. Thus, less time is spent on small talk. Results of recent psychological surveys evaluating the acceptance of video teleconferencing versus phone meetings, revealed video conferencing to be more suitable for cooperative tasks and not applicable when the opinions are the participants are at variance.

"...teleconferencing was both effective and acceptable for meetings involving information exchange, routine decision—making, and cooperative problem—solving, but not as good for getting to know people, bargaining and negotiation tasks involving serious conflict."[7]

(U) In addition, these survey results indicated the majority of video users can accomplish meeting objectives efficiently through the use of a video teleconferencing system.



(U) The psychological aspects of video teleconferencing may take some getting used to, even after the technical elements and financial milestones are eliminated. However, with increased use of video teleconferencing, it is believed that any personal psychological barriers that may exist will be diminished.

## TECHNICAL CONSIDERATIONS IN ADOPTING VIDEO TELECONFERENCING

#### Design Elements

(U) "Providing a Video-conferencing system design that will satisfy the user's requirements of meeting efficiency and effectiveness is a big order."[8] The general design of a video conference room is more or less straightforward. Its basic layout is not unsimilar to that of a local television studio comprising an eye-appealing environment, cameras, microphones, monitors, and a control console. To enhance a video teleconferencing operation, the inclusion of additional equipment would be required. This additional equipment could include facsimile equipments for the simultaneous exchange of hardcopy documentation, telephones for private voice exchange and coordination, video recorders for future reference of the proceedings, and an electronic blackboard for graphic depiction of information. A teletypewriter terminal should also be given consideration in the design effort. This could eliminate the need for facsimile. The principal objective of the facsimile and teletypewriter device(s) is to provide a means of transmitting quick copies of documents held at one end of the system so that all conferees can pursue and discuss in detail the same document at the same time. Still another device that should be considered, at least at the NSA headquarters, is a computer terminal. This terminal would be most desirable as information or date pertinent to a particular subject under discussion during a meeting may only be available from computer data bases.

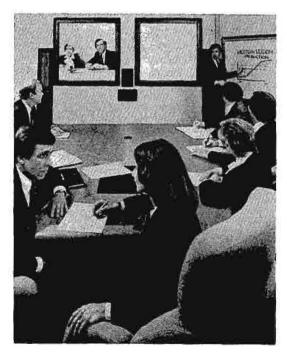
(U) Although the design effort can incorporate a multitude of additional equipments to enhance the success of the conference, the primary goal is to provide a clear picture and good fidelity between the participants. It is imperative to perfect these areas so that they closely resemble a traditional face-to-face conference.

#### Transmission Techniques

(U) Various means of holding "electronic" meetings are available to corporate managers today. One type of electronic meeting which

is receiving the most attention is the video teleconference. Implementing a video conference system relies heavily on the availability and cost of suitable bandwidth to meet the particular needs of the company. The two conventional modes used for video conferencing today are wideband video conferencing and narrowband video conferencing.

- (U) Wideband video conferencing is teleconferencing combined with the use of a one-way or two-way wide bandwidth (1.544 megabits or above) communication link to transmit and receive simultaneous motion or real-time television pictures. Narrowband video conferencing is the use of one or more narrow bandwidth (less than 1.544 megabits) communications links to transmit and receive still or freeze-frame television pictures.
- (U) A variety of firms, both foreign and domestic, are frequently mentioned in current literature as being heavily involved in providing wideband video conferencing. Some of these companies include Nippon Telephone and Telegraph (NTT) of Tokyo, Northern Telecom (NT) of Toronto, International Telephone and Telegraph (ITT), Radio Corporation of America (RCA), and Satellite Business Systems (SBS). There are three wideband full-motion video teleconferencing configurations available. They are:
- [] full-motion one-way video;
- [] full-motion one-way video/two-way audio; and
- [] full-motion two-way video/two-way audio.



- (U) Full-motion one-way video is suitable for educational meetings where basic information is being presented to conference participants in remote locations and complete interaction is not necessary. Full-motion one-way video/two-way audio allows transmitted presentations to a group of conferees at a remote location or several locations with the ability for complete audiointeraction. This form of video conferencing is used for education, sales, training, or any other meeting that presents information to a widely dispersed group of people.
- (U) Full-motion two-way video/two-way audio is the most complete form of video teleconferencing. Total interaction, both visual and audio, by participants in this configuration is the closest thing to a face-to-face meeting. Wideband video most closely resembles the traditional face-to-face gatherings and provides immediate feedback on presented information. The facial expressions and all other movements of the speaker and conferees are there for all to see. This mode of operation is not unlike that of television today. "There is a feeling of psychological presence,"[9] with wideband video.
- (U) Narrowband video conferences use bandwidth that cannot pass video information fast enough to support motion pictures. Since narrowband video links normally travel over ordinary voice-grade telephone lines, their use represents a less costly investment with regard to bandwidth required. These lines can transmit video signals at an average rate of one frame every 70 seconds. This type of system is commonly referred to as "slow-scan" or "freeze-frame" television. The use of the narrowband method in establishing a participant's presence provides sufficient psychological feedback for continuing information on the overall situation at other locations.

"Pictures transferred under these conditions are somewhat poorer than the full video [wideband] we have all experienced in live television. In a conference situation, slow-scan [narrowband] picture transmission is very often adequate and useful, depending on the live interaction required."[10]

(U) Studies of both narrowband and wideband video systems revealed that some subscribers of narrowband video are still satisfied that the freeze-frame image is adequate. Others feel that full-motion video, realized through the wideband technique, is required to establish a user presence and provide a more productive and effective meeting.

#### Single and Multi-Point Conferences

(U) Another consideration when implementing a video teleconferencing system would revolve around the selection of either single- or multiple-point configurations. The magnitude of the organization and the diffuseness of its field headquarters and stations would be primary considerations in this decision.

(c) A single point-to-point schema would allow for video communications between two locations only, such as NSA, Fort Meade, with Hq NSAPAC, Pearl Harbor. This arrangement is depicted graphically in Figure 1. Such a system limits participants as well as conference station locations. However, a strategically located studio in the Pacific or European theaters linked with NSA Headquarters would allow for easier access by field station managers and other participants from nearby field stations than would travel to Fort Meade.

(U) A multiple-point conference configuration entails the selection of three or more field stations. These stations can be, but are not necessarily, confined to the same geographic area. This mode of operation would provide the means of conducting business with more participants on an extended spectrum simultaneously. For example, consider a multiple-point conference arrangement connecting NSA, Fort Meade, and Hq NSAPAC, Pearl Harbor, with field stations

would serve as the nodal point or controlling facility for all of the conferences. Possible multiple-point system schematics are shown in Figures 2 and 3.

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#### NSA APPLICATIONS OF VIDEO TELECONFERENCING

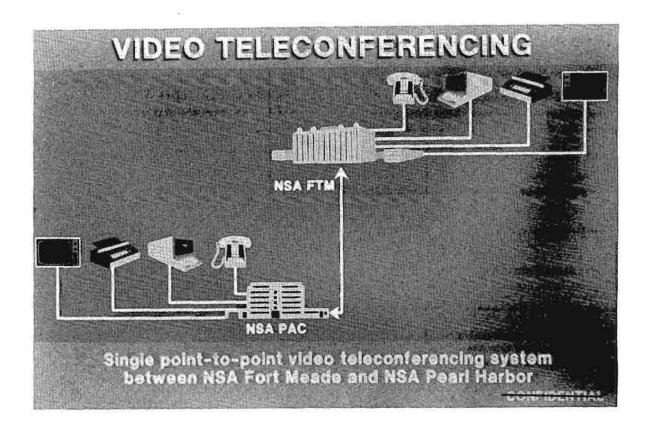
#### Considerations in Implementation

- (U) Prior to any decision by NSA management to implement video teleconferencing systems, careful and thorough analysis must be conducted to ascertain the following:
- [] Could travel expenditures be reduced to offset the procurement and maintenance costs of the system?
- [] Could mission elements realize a marked increase in productivity through the use of video teleconferencing?
- [] Could NSA employees adapt to the use of video teleconferencing as a replacement for face-to-face meetings?

#### Table 1 (6)

(6) If NSA elects to adopt video teleconferencing as an alternative to travel, it is possible that the Agency could realize a savings similar to that projected by Atlantic Richfield of 20 percent annually. Using this hypothesis, NSA might have realized a savings of \$3.8 million by the end of 1982 if a video conferencing system had been fully operational. Savings by the end of 1983 could reach the \$5 million mark. However, in any given year that the system is tasked for implementation, the majority of the majority of the initial travel savings would be consumed in procurement, installation, and training costs. But, given a two-year operational period from the time of the initial operating capability (IOC), NSA would begin to realize a substantial return on its investment. A minimal portion of the yearly return, estimated at 15 percent per annum, could then be applied toward the operational and maintenance (0&M) costs of such a system. Savings in travel at a rate of 20 percent annually (Atlantic Richfield) and the estimated operational and maintenance costs of 15 percent per annum to be realized by NSA with the adoption of video conferencing are shown in Table 2.

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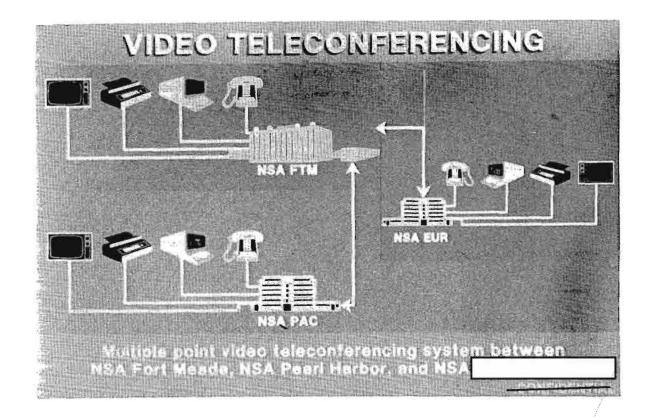


Table 2 (G)

(U) If NSA communications were entirely dependent on written messages, instead of video teleconferencing or travel, each project worker would have to be concrete and specific in his or her project presentation and expla-The real-time feature of video teleconferencing would be lost through travel and written messages. Video conferencing would eliminate some of the formal written communique. Chances of having all needed personnel at a video project meeting would be greater. Users would have at their disposal a means of presenting the target area graphically. Productivity, then, should definitely be an outcome of structured, well organized, timely video teleconferencing.

(U) A study conducted by Satellite Business Systems (SBS) indicates that 54 percent of video users were as successful with business meetings through video conferencing as they were through face-to-face meetings, 31 percent

were not as successful, 10 percent were more successful, and 5 percent were much less successful.[12] A total of 64 percent of video users proved to be as satisfied or more so with the use of video conferencing than with face-to-face meetings.

(U) It is impossible to predict the NSA user acceptance or rejection of a video system. It can be expected that some individuals at NSA will be reluctant to accept video teleconferencing as a new communications tool and a replacement for face-to-face meetings. They may question video's structured, impersonal nature. Some at NSA may not function as efficiently under the time constraints imposed by video. Still others may miss the change of pace and morale enhancement provided by travel.

(U) However, if NSA video participants' opinions parallel those of users in previous studies, it could be expected that a majority of video users would be satisfied with conference results using this new method of communications. User acceptance may be enhanced through practice sessions, frequent use, positive reinforcement, and a relaxed atmosphere.

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The meeting isn't over yet!

Resources (Bandwidth & Equipment)



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## Advantages & Disadvantages in Adopting Video Teleconferencing

(e) Up to this point, few negative aspects other than the possible psychological barriers to NSA Participants have been cited. It is necessary that additional shortcomings for NSA be mentioned. Scheduling conference times to suit wide time-zone differences between NSA Headquarters and European or Pacific field stations is a major stumbling block. Participant flexibility is crucial in such situations.

This figure may be discouraging, but still an overall savings in travel would be realized. Finally, conference participants who are not fully prepared for scheduled video conference time would create an immediate loss of money, time, and productivity. It then becomes essential for NSA management to alert all conferees that such waste will not be tolerated.

(U) Although many of the advantages to be realized through the adoption of videoteleconferencing have already been expounded on through studies of corporations' successfully use of the video link, they must be restated in terms of NSA usage. Cost efficiency, timeliness in decisions, improved work coordination and productivity enhancement may all be possible for NSA. In addition, more employees would be able to attend and more flexible meetings would result.

(U) To establish a video teleconferencing system at NSA Headquarters and other sites, it would be necessary to reserve exclusively one existing conference room at each. The permanent features of the room would include, but are not limited to, fixed-position cameras, a facsimile device, telephones, a blackboard (preferably electronic), a computer terminal (for use at Headquarters) interfacing with one of the major NSA complexes, television monitors, and microphones. It would also be necessary to modify the room to ensure proper acoustics. At the present time, the actual video equipment is available at the Agency, but its use is reserved exclusively for the NSA television production studio. needed equipment presently exists at NSA, but it also is currently on use to satisfy inhouse production and mission requirements. Therefore, procurement action for all video teleconferencing and associated equipments would be necessary. Once purchased, this equipment would be dedicated for the sole use of NSA video teleconferencing. Identical equipment would be required at all selected video conferencing field stations. In addition to video conferencing equipments, communications interfacing equipment would be required to transfer signals. This equipment includes cryptographic devices to secure transmissions, modulators/demodulators, multiplexers, expanders, translators (transceivers), and line drivers.

#### Financial and Manpower Analysis

(U) Types of video teleconferencing system arrangements are numerous and varied. number of components determine the actual system cost. The variants include television production, length of broadcast, audio system, number of receiving locations, projection equipment, and the actual conferencing room. A basic slow-scan configuration consisting of a transceiver, a camera with appropriate lenses, black-and-white monitors, and associated accessories for one location costs approximately \$25,000.[15] This particular system would provide freeze-frame video with a high resolution of 78 seconds, switchable to a medium resolution of 35 seconds. In contrast, a full-motion (real-time) video color system's cost would begin at approximately \$50,000 per location.[16] Initial video system costs do not include transmission medium expenditures, operator training, or the interfacing communications equipment. Prices remain fairly consistent between specific equipment suppliers, such as Videonet Incorporated, Colorado Video, and American Satellite. For NSA to determine the amount of funding required to install a dedicated video conferencing system, an indepth study of desired equipment would be necessary. Only after specific equipment is

selected, could a total system expenditure be finalized.

(U) It is estimated that one trained television production technician would be needed at each location.[17] NSA currently employs 6 to 10 skilled television production technicians at Fort Meade. Their expertise in the video area could possibly provide in-house training for future video system controllers. However, field station personnel would be required to travel to NSA, or trained technicians could be sent to various video-established locations to provide the needed production training. Fellowship programs could be established, which could also allow NSA staff members to become educated in the area of video conferencing production. There are too many variables, beyond system and bandwidth costs, at this time for a bottom-line dollar figure to be rendered.

#### Immediate & Long-Range Applications

(G) An immediate application of video teleconferencing at NSA could connect NSA Headquarters with the Friendship Annex and various government agencies in the Washington DC area. Bandwidth is presently available for such communication links. To introduce video at NSA, it is recommended that both slow-scan and full-motion capabilities be utilized independently on a trial basis. The Agency would then be able to evaluate system functioning and determine future video teleconferencing needs.

(U) If video is evaluated as a reliable and productive NSA communication tool, future applications should include connections with NSA field headquarters in Europe and the Pacific. In time, it is not unrealistic to expect that with favorable acceptance of the video link, video teleconferencing connections could multiply to include numerous selected NSA field stations worldwide.

#### CONCLUSION

(U) It becomes apparent through researching the field of video teleconferencing that it is, in fact, a tremendous communications tool which can be used for the enhancement of conference productivity and travel reduction. It is hoped that NSA will approach video teleconferencing with total openness. As this research has shown, many managers from a wide spectrum of corporate disciplines are using video teleconferencing today and are realizing increased productivity as well as reduced travel budgets. Monetary savings with video teleconferencing is considered to be the most popular for its use. Across-the-board dollar

figures can be produced to support a video system. Savings of time have also been found to be a major asset gained through the use of a successful video teleconferencing system. Management's efficient use of time is at the heart of productivity. Through video teleconferencing, quicker and more efficient response times and decisions are realized. Therefore, savings in time can always be regarded as a credible justification, along with monetary savings, for the implementation of video teleconferencing. It cannot be overemphasized that, for management, video teleconferencing can provide shorter, more productive meetings with less turn-around time on projects.

- (U) With the adoption of a video teleconferencing at NSA and selected field stations, there must be a total commitment on the part of the Agency to the concept of video conattitudes Favorable teleconferencing must also exist. A clearly defined conference format must be developed and adhered to, to ensure system success. Highly reliable communication links and easyto-use and accessible video conferencing equipment must be provided. A quality video teleconferencing system could possibly convert doubters into avid users and possible advocates. Increased productivity will likely be an incentive for increased video system use. Although it is not realistic to expect all travel to cease, closer scrutiny of travel requests should be conducted. This would be necessary if NSA is to realize a positive return on its investment in a video teleconferencing system.
- (U) When all the facts concerning video teleconferencing are weighed, I think that the scales will tip in favor of NSA's adoption of a video teleconferencing system.

#### Footnotes:

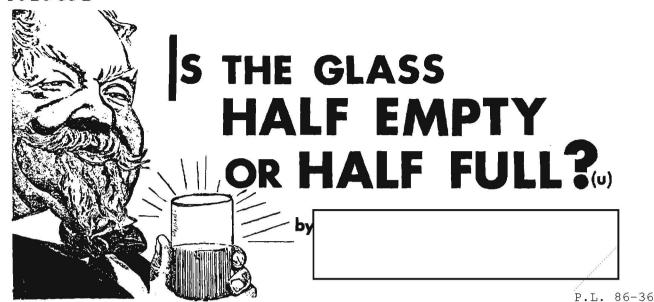
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- 14. Interview with Facilities Control Office, National Security Agency, Fort George G. Meade, MD, 25 October 1982.
- 15. Interview with James Dole, Colorado Video Incorporated, AFCEA Conference, Washington, DC, 16 June 1982.
- 16. Ibid., Interview, 16 June 1982.
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P.L. 86-36





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> eing prone to kicking dead horses. I decided that the title for this article should be based on the well-worn philosophical anecdote of the pessimist who perceives a glass of water half-empty, while the optimist is certain that the same glass is half-full. Of course the fact I am basically lazy, and that this title met my self-inflicted requirement that nothing should be overtaxing to my thought processes, played some role in helping to select the title. My one problem with it is that I have a difficult time convincing myself that a glass with any amount of water deserves contemplation at all. As with all of us, I am most happy with a glass that is all full or all empty. Unfortunately, reality is rarely represented in clear-cut choices and that blasted, undefinable glass is always there to make life difficult.

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Mar 83 \* CRYPTOLOG \* Page 12 EO 1.4.(c) P.L. 86-36

EO 1.4.(c) P.L. 86-36

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Mar 83 \* CRYPTOLOG \* Page 14

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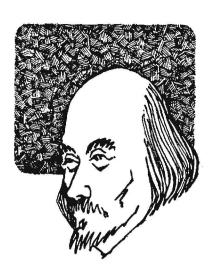
Mar 83 \* CRYPTOLOG \* Page 15

EO 1.4.(c) P.L. 86-36

# CUMULATIVE INDEX

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- Aug 74 A Short Directory of Career Panels
- Aug 74 Golden Oldie: The Management Survey of the Philharmonic
- Aug 74 Learned Organizations--1974 CLA Essay Contest, 1974 CMI Essay Contest; CISI Prizes and Honors, Spring 74
- Aug 74 Puzzle: Stinky Pinky
- Aug 74 Puzzle: Telephone Directory
- Aug 74 The New Traffic Analysis Glossary
- Sep 74 Contributions Solicited
- Oct 74 Golden Oldie: An Unofficial Glossary of Weasel Words
- Oct 74 News from NCS--Agency Resumes Hiring of LICs; NCS Offers Course in 'SIGINT Appreciation'
- Oct 74 Puzzle: Telephone Recall
- Nov 74 Golden Oldie: A Medal for Horatius...
- Nov 74 The Apostrophe: Some Thought's
- Dec 74 Cryptolog Index for 1974
- Dec 74 Puzzle: Citizens of the World
- Dec 74 Puzzle: Secret Messages, 'Military Cryptanalytics'
- Jan 75 Cryptolog Index for 1974
- Jan 75 Learned Organizations--IAI News, CISI News; CLA is Ten Years Old!; CMI News
- Feb 75 Golden Oldie: Establishment of Molecule Superseries
- Feb 75 The Devil's Dictionary
- Apr 75 A Guide to Central Information, C5
- May 75 Learned Organizations--CLA News; IAI News
- May 75 Puzzle: How Many Words in 'CRYPTOLOG'
- Jun 75 COMSEC Familiarization: Do You Need It?
- Jun 75 Golden Oldie: SIMP Tables
- Jun 75 The Navajo Code Talkers
- Jul 75 Learned Organizations--CLA News; CMI News
- Aug 75 Computer Network Resources In C5
- Aug 75 Language in the News

The following cumulative index of CRYP-TOLOG (Vols. I through IX, 1974-1982) was produced using UNIX/PINSETTER tools on MYCROFT and BARDOLPH1. The index is in three parts, and is being published in three successive issues. Part one is an index by author; part two is an index by keyword; and part three is an index by title. Items in multiple issues (February-March 1975, for example) are indicated by the first month (i.e., by Feb 75).

- Aug 75 Puzzle: CRY-PTO-LOGrolling
- Oct 75 Letter: Typewriter Keyboard
- Nov 75 NCS Offers Course-Equivalency Tests
- Dec 75 Cryptolog Index for 1974-1975
- Dec 75 Establishment of CSI Newsletter
- Dec 75 Learned Organizations--CLA Essay Contest; CAA News
- Mar 76 1976 Language Meetings and Conferences
- Apr 76 Language in the News: Language Rule
- Apr 76 NCS Offers Course-Equivalency Tests, Clarification
- Aug 76 Language in the News
- Aug 76 NSA Cryptologic Collection
- Aug 76 Note on FRANCOPHONEGLOS
- Sep 76 Language in the News
- Sep 76 Learned Organizations--1976 CLA Essay Contest; 1976 CMI Essay Contest
- Oct 76 The Winnah: Kid Apostrophe!
- Jan 77 Golden Oldie: A Medal for Horatius...
- Aug 77 DIALOG Available at NSA
- Aug 77 Want to Play with a Pickfair Square?
- Oct 77 The Perils of Being a State Department Interpreter
- Dec 77 Cryptolog Index for 1977
- Feb 78 Puzzle: Three Holes

|            | Mar   | 78     | Answer to Three Holes                          | 'Appalled'  |  |
|------------|-------|--------|--|-------------|--|
|            | Mar   | 78     | CLA News                                       | Mar 77 Le   | etter: C-LINERS Article  |
|            | Apr   | 78     | Prizewinners in Three Holes                    |             |  |
| S          | Jun   | 78     | Golden Oldie: Unidentified Unit at             | 'Asken'     |  |
|            |       |        | Unknown Location                               | Oct 77 Wh   | nich Numbering System Should We Use?   |
| <u>.</u>   | Sep   | 78     | CLA News                                       |             |  |
|            | Sep   | 78     | T Establishes Human Resource Develop-          | 'Donym'     |  |
|            |       |        | ment Panel                                     | Jan 79 Se   | econd Sighting   |
|            | Oct   | 78     | Overheard in the Burnbag Line                  |             |  |
|            | Dec   | 78     | Cryptolog Index for 1978                       | 'Exinterne' |  |
|            | Jan   | 79     | CMI News                                       | Sep 74 A    | Long Hard Look at the Intern   |
|            | Jan   | 79     | How do You Tell These Two Clowns               |             | ogramProgram Philosophy; Recruit-  |
| i .        |       |        | Apart?   |             | ent (Part One)   |
| •          |       |        | Human Factors Newsletter                       |             | Long Hard Look at the Intern   |
|            | Jan   | 79     | W.W.II Japanese Translation at                 |             | rogramSelection and Orientation  |
|            |       |        | Arlington Hall Station                         |             | Part Two)  |
|            |       |        | CLA News: Russian Institute                    |             | Long Hard Look at the Intern   |
| ł .        | Feb   | 79     | Language Career Panel: Clarification           |             | cogramMotivation and Morale (Part  |
|            | 17    | 70     | of Nov 78 Item                                 |             | nree)  |
|            |       |        | Attention Military Traffic Analysts            |             | Long Hard Look at the Intern   |
|            |       |        | CISI News                                      |             | cogramWhat Happens to the Gradu-   |
|            |       | 45.000 | Classic Cables                                 | at          | te? (Part Four)  |
|            |       |        | Bookbreakers Forum                             | 'Fennwatche | · · · ·  |
|            |       |        | Classic Cables                                 |             |  |
|            |       |        | CAA News                                       | Apr 78 Le   | Article  |
|            |       |        | CISI News: Spring Conference<br>Classic Cables | 'Leiner'    | \ .  |
| İ          |       |        | CAA News                                       |             | secutive Order 11652   |
| ,          |       |        | Sign Language                                  | Jan // Ex   | recurive order 11052   |
|            |       |        | Russian Handbook of Spoken Usage,              | 'Mouse'     | <u>\</u>   |
|            | Jul   | 13     | Vol 3  |             | etter: Subscription  |
|            | .Tu I | 79     | Seminar on Translation Problems                | 1108 // 20  | Coor. Subscription   |
| 1          |       |        | But On The Other Hand                          | 'Reader'    | \  |
|            | _     |        | Memorable Memos                                |             | etter: AG-22 Page Print  |
|            |       |        | CAA News: Conference on Communica-             |             | . \  |
| i e        |       |        | tions Analysis                                 | 'Sardonyx'  | \  |
|            | Oct   | 79     | CLA News                                       | May 78 NS   | SA-Crostic No. 14  |
|            | Oct   | 79     | NCS Summer Language Program                    |             | . \  |
| EO 1.4.(c) | Oct   |        |  | Schmedlapp  | A  |
| P.L. 86-36 |       |        | CLA News: Sydney Jaffe Award                   | Dec 82 Qu   | estions In Search of a PQE   |
| 1.1. 00 00 |       |        | NSA/CSS Military Linguist Program              |             |  |
|            |       |        | Geographic Trivia                              | 'Sue'       | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \  |
|            |       |        | NCS-CLA Symposium                              | Apr /9 Le   | etter: Ask Art   |
|            |       |        | Some Things Never Change                       | 117         |  |
|            |       |        | Classic Cables                                 | 'Weeson'    | Analys D I OC  |
|            |       |        | DIA Videocasette Program The Poet's Corner     | Aug 77 Le   | etter:Article P.L. 86-   |
| ,          |       |        | All The Alligators Aren't On Sport             | 'Class 32'  | and the second s |
| T .        | Jali  | 02     | Shirts   |             | ibute to the Guru  |
|            | Mar   | 82     | Attention Authors and Publicity                | вер // 11   | apace to the said  |
|            | 1141  | 02     | Chairmen                                       | A.J.S.      | Sandan Sanda   |
| i e        | Apr   | 82     | Overheard While Standing in the Burn-          |             | SA-Crostic No. 1   |
|            |       | -      | bag Line                                       |             | SA-Crostic No. 2   |
|            | May   | 82     | Cryptolog Numbering                            | Apr 76 NS   | SA-Crostic No. 3   |
|            |       |        | Odds and Ends                                  | Jun 76 NS   | SA-Crostic No. 4   |
|            |       |        | · · · · · · · · · · · · · · · · · · ·          | Oct 76 NS   | SA-Crostic No. 5   |
|            | Anon  | .′     |  |             | SA-Crostic No. 6   |
|            | Dec   | 74     | Letter: Article                                |             | ich Iss R-r-right?   |
|            |       |        | Letter: Letter                                 |             | SA-Crostic No. 8   |
|            |       |        | Project SYMBIOSIS                              |             | Simonoff Says!   |
|            |       |        | Conversation With a Bookbreaker                |             | Balloni, Editor  |
|            |       |        | Check Your Morse Front-End Alignment           |             | SA-Crostic No. 10  |
|            |       |        | A Few Thoughts on the NSA Linguist             |             | ne Joys and Frustrations of Plural-  |
|            |       |        | The Changing Face of NSA                       |             | copping  |
|            | NOV   | 78     | Letter: Appraisal System                       |             | o, Winnie, You've Got It Upside Down   |
|            |       |        |  | 10          |  |
|            |       |        |  |             |  |

| Mar 78 NSA-Crostic No. 12 Jun 78 NSA-Crostic No. 15                         | Apr 77 'It's Got to Get Out Today!'   |
|---|---|
| Sep 78 NSA-Crostic No. 17 Dec 78 'No, No, Nanette!' Means Yes?              | Apr 75 The Uses of ELINT  |
| Jan 79 Al Balloni, Editor   | Boak D.G. Apr 79 COMSEC/SIGINT Relations  |
| Feb 75 The Gulf of Tonkin Incident Oct 75 Tactical Language Exploitation: A | Apr // CONSEC/STORM Relations   |
| Lesson Learned? Aug 76 Integrated Analysts for Asia                         | Jun 79 Letter: Library Changes  |
| Jul 77 Letter: Article Oct 81 The Stairwell Society                         | Jun 75 The Role of the Electronic Warfare   |
|   | Advisory Element (EWAE) of NSA Mar 76 Letter: Proud and Bitter Memories                 |
| Feb 78 Senior Military Cryptologic Supervi-<br>sors Course                  | Article Jun 76 Computers In The ELINT and TELEMETRY Business                            |
| Mar 78 EO 1.4.(c)<br>P.L. 86-36   | Dec 74 The Old Section EO 1.4.(c) P.L. 86-36  |
| Dec 75 Graphic Analysis of Linear Recursive Sequences                       | Bostick C.W. Nov 76 Letter: Cumulative Index  |
| sequences   | Feb 79 Letter: Article (Dec 78)   |
| Aug 74 Self-Paced Instruction: The Future is                                | Boucher M.J. May 75 Letter: Article   |
|   | Apr 77 Letter: Mason Article Jun 77 More about More about the NSA SIGINT                |
| Jul 78 Is A Translator a Professional?                                      | Summary   |
| Apr 80 OH, K!   | Apr 82 Word Processing In A4  |
| Barrer D.Y.<br>Sep 78 Letter: Gilbertson Letter                             | Dec 82 KRYPTOS News   |
| Jul 75 Re-psychling the Code Clerk  | Dec 74 Maps in MindA Photoessay   |
| Apr 75 Letter: Professionalization of Book-<br>breakers                     | Jul 79 Letter: Bjorklund Letter (Jun 79)  |
| Jul 77 The Transcription Skill: Concepts and                                | Apr 77 Contemplating Computing  |
| Teaching Methodologies  | Oct 78 And-a You Betta Have Moti-vaysh!   |
| Jun 78 Equipment Maintenance on ABNER                                       | Oct 78 And-a You Betta Have Moti-vaysh! Apr 79 Fear of Testing, and What To Do About It |
| Jul 78 The Soviet General Staff   | Jul 78 The Bucky Balance  |
|   |   |
| May 82 Letter: Plaintext  Bjorklund K.                                      | May 76 Hypnosis and Self-Hypnosis in Language Learning Mar 77 Letter: Article           |
| Dec 76 Why Can't They Design a Good SR Test?  Jun 79 Letter: Article        | Sep 77 Letter: Letter Sep 78 Letter: Pattie Article                                     |
|   | Dec 78 Agency Summer Language Study<br>Jul 79 Letter: Bjorklund Letter (Jun 79)         |
| ,   | P.L. 86-36  |

EO 1.4.(c)

OCID:

4019691

May 79 Emitter Identification Techniques Aug 82 Human Factors Corner: Video Display Terminals and Vision of Workers Oct 82 Human Factors Corner: Text Editors Nov 82 Human Factors Corner: How Do People Nov 81 Cryptic Crossword Mar 82 Cryptic Crossword Organize Cooperative Work? Mar 82 Rules For The Camel Corps Dec 82 Passwords D.H.W. Feb 79 NSA-Crostic No. 22 Oct 75 Linguists -- You Have an Expert to Mar 79 Readers' Survey Ca11! Apr 79 But, Mr. Boak, Did You Ever Try To Get Rid of One in a Hurry? Dec 77 What Made Them Do It? (Language Apr 79 NSA-Crostic No. 24 Self-Study) May 79 NSA-Crostic No. 25 Jun 79 NSA-Crostic No. 26 Jul 79 NSA-Crostic No. 27 Mar 77 An Overview of Project Aug 79 NSA-Crostic No. 28 Oct 79 NSA-Crostic No. 29 Craig D.K. Jan 80 NSA-Crostic No. 30 Sep 74 COMINT Analysis of Apr 80 NSA-Crostic No. 31 Oct 81 Economic Intelligence: Problems and Jan 81 NSA-Crostic No. 32 Prospects Apr 81 NSA-Crostic No. 33 EO 1.4.(c)Oct 81 NSA-Crostic No. 35 P.L. 86-36 Dec 81 NSA-Crostic No. 36 Dec 74 Learned Organizations--CISI Forms Jan 82 NSA-Crostic No. 37 Feb 82 NSA-Crostic No. 38 Special Interest Group on Human Fac-Apr 82 NSA-Crostic No. 39 Jun 77 Human Factors and Systems Design: An May 82 NSA-Crostic No. 40 Estranged Relationship? Jun 82 NSA-Crostic No. 41 Aug 82 NSA-Crostic No. 42 Oct 82 NSA-Crostic No. 43 Oct 78 Letter: NSA-Crostic Nov 82 NSA-Crostic No. 44 Crowell B. Jun 78 A Computer Scratch Pad at Home or at Feb 79 Data Standards Without Tears Work? Jun 79 Data Standards Without Teeth Oct 77 Golden Oldie: Analyzation of Data Sep 76 More Comments on the AG-22/IATS Feb 75 CAMINO News Feb 76 The Prebendary and the Prophet Jun 76 The Marquis and the Medium Jul 75 Machine Intelligence--Promise or Delusion? Dec 82 NSA-Crostic No. 45 Oct 76 Some Ideas about Mechanized Language Working Aids Apr 81 Grading The Russian PQE May 77 Another Controversial Book on Artificial Intelligence May 78 The Joys of UNIX Nov 81 How to Create A User-Unfriendly Sys-Jun 82 Who Wants A Promotion, Anyway? Nov 81 Review: What Do You Think? Dec 81 Review: In The Name of Efficiency Feb 76 What Is Cipher Text? Jan 82 Human Factors Corner: Information Jan 82 Letter: Cryptanalysis Article System Mar 82 Letter: Strangest Bust of the Month Feb 82 Human Factors Corner: But What Do I Do With My Papers? Feb 82 Human Factors Corner: Some Advice to May 77 The Polyhedral War Users of Unfriendly System Mar 82 Human Factors Corner: Consumer vs. Jul 77 Letter: Computer: A Review Article May 82 Human Factors Corner: Data Gathering, How Do We Spend Our Day? Jun 82 Human Factors: Responsible Documenta-P.L. 86-36

R.L. 86-36

What? Where? Why? May 75 Hooray for PMDs! Oct 75 Apr 76 What's the Best Location for the Computer Applacations Function? P.L. 86-36 Oct 74 The Mission of the Signals Processing Requirements Panel Jan 81 How to Improve Your Promotion Poten-Dudley B. Aug 74 Nice Busman's Holiday for One NSA Nov 78 Letter: Article Employee EO 1.4.(c) P.L. 86-36 Filby P.W. Oct 76 Another Word on AG-22/IATS Dec 75 Weapon That Helped Defeat Nazis Nov 81 Futuristic Reporting (Winterbotham's 'The ULTRA Secret') Jan 78 'The Man Who Broke Purple' (Book Review) Oct 78 Feeding the Germans Misinformation Aug 74 What Should You Expect? or, The Analysis of Cryptanalysts (Book Review) Sep 74 Secrets of the Altars--The Moustier Cryptograms Filby V.R. Oct 74 An October Overlap Aug 74 A Spot by Any Other Name Nov 74 Answer to An October Overlap Oct 74 The Exercise: A Case Study in Special Research Analysis Aug 75 Twenty Years of Transposition Apr 75 Coverterms Feb 76 How Do We Know It's True? Oct 77 Kl: SCA Field Management and Evalua-Mar 77 Revised Technical 4SIGINT Manual in Preparation<sub>P.L.</sub> 86-36 tion Feb 78 More Beans Oct 78 Letter: NSA-Crostic Jan 79 Reflections and Recommendations Dec 81 Exercise Support Oct 79 Snowballs On The Roof Mar 82 A Historian Looks at SIGINT Aug 77 What Is an Information Research Analyst? Apr 82 Personal Computer Application May 82 The Micro Revolution: Arthur Young May 76 Waveguide Analysis Study Comment Feb 75 Puzzle: Can You Make Out the Name? Aug 75 Typewriter Random -- A New Look Apr 75 Answer to Can You Make Out the Name! Nov 76 Teacher Learns a Lesson Engle T.L. Jan 80 Coming Home Jun 75 Puzzle: Apr 80 Help Wanted Jan 76 Football and Cryptology Nov 77 Letter: Salemme Article May 82 Letter: Shell Game Article Jun 79 Letter: Library Changes May 82 Full or Broad Spectrum Lighting Jun 77 SIGINT Welcomes INKSTAND Mar 77 More about the NSA SIGINT Summary Aug 82 What Promotion Boards Want Gaddy D.W. Fairbanks S. Apr 76 On Being Truthful Mar 79 Fairbanks on English Aug 77 New Directions for the U.S. Intelli-Apr 79 More Fairbanks on English gence Community May 79 More Fairbanks On English Nov 81 Say What You Mean Jun 79 How Are Your Stamina? Jul 79 Wilt Thou, Angelina ...? P.L. 86-36

Obob na

R.L. 86-36

P.L. 86-36 Jenks P. Apr 81 Third Party Relationships Aug 77 Let Me Repeat -- And Make Myself Perfectly Clear Dec 76 Apollo-Soyuz Test Project May 82 The NSA Information Desk: 'No Com-Jun 82 Letter: Shell Game Article Jun 82 Loooong Shell Mar 78 A Linguist Looks at the Tube Horn J.E., Nolte W.M. Jan 78 An Early NSA Proposal for Satellite Remoting Dec 74 Flag-Waving Programmer Jan 80 System Acquisition Document Review Dec 78 Jan 79 SOLIS: A Vehicle in Search of an Engine Nov 74 Data and Definitions: Calling Things by Their Rightful Names Apr 81 Traffic Analysis | Specialty Without Portfolio Apr 78 SIGINT Exploitation, 1990 Hunt W. Jan 77 Letter: Mason Article May 76 About the NSA SIGINT Summary Oct 78 A Method for Measuring Negative Dec 75 Mum's Still the Word! ('The ULTRA Intelligence Secret') Nov 74 Purity of the Russian Language--Jun 76 Comments on the Slavophiles vs. Westernizers Jan 78 But Why Do We Do It? Mar 78 A Donkey in Your WHAT? Jul 79 Source Protection: Our Agency's Insurance Policy Article (Apr 79) P.L. 86-36 Jul 79 Letter: Sep 77 Speaking of Logging ... Inman B.R. Nov 77 Director's Memorandum: Guidance' Kenny M.M. Jan 77 Letter: Article Jun 78 Minnie's Mini Irwin M.R. May 75 Are We Wasting Linguistic Time? May 75 Codeword or COMINT Channels? EO 1.4.(c) Apr 78 Looking at Mr Jul 77 Classification Corner P.L. 86-36 Sep 77 Classification Corner: XGDS-2 Sep 77 XGDS-2 (Classification Corner) Jackson W.J. Aug 74 TDB: The TEXTA Data Base Oct 77 Classification Corner: Who Said? Dec 74 An Approach to Callsign Analysis Jan 79 It's Party Time! Oct 76 Letter: IRONHORSE Article Oct 76 Language Skill File Sep 78 Jan 81 Why Do They Leave? Nov 75 When Censorship Backfires Nov 74 New Trends in the Teaching of Cryp-Jan 76 Lenin and State Prizes: Now You See tanalysis Them, Now You Don't! Dec 78 Some Tips on Getting Promoted May 79 Chapenko, Shapenko: What Difference Does It Make  $f \cdot 4 \cdot (C)$ Aug 79 NSA Promotion Boards: How They Work P.L. 86-36

P.L. 86-36

P.L. 86-36

P.L. 86-36

Jun 76 Comments on the AG-22/IATS Oct 76 Language Skill File McGrillies J.R. Apr 77 Letter: Mason Article Jul 79 Shootout at the SIGINT Corral Jul 77 Match Them Up! Apr /9 Letter: Gurin Article (Feb 79) Jul 77 Puzzle: Match Them Up! Nov 77 How Many African Countries Can You Dec 76 The French(fried) Connection: Gino Spot? Apr 78 +Conoces Bien la Geografia? the Genie Oct 78 Know Your Geography Feb 79 Know Your Geography Jun 78 Celtic Languages Today Aug 75 Linguists -- We Need An 'Experts Yel-Mountjoy M. Sep 74 Cryptanalysis and Code Recovery low Pages'! Jan 79 Golden Oldie: On First Opening Kenney's 'Statistics' May 78 Callsigns and WARC-79 Jan 79 The Return to HF Dec 81 The 1981 URSI XX General Assembly Nov 76 TEXTA 'Word Seek' Mar 78 Word Seek Jan 82 HF - The Rebirth Jan 82 Video Encryption: A Report From EAS-CON 81 Feb 82 Gayler-AAAS, 1982 Sep 76 TIPS is Still Alive and Well Feb 82 Software - AAAS, 1982 Mar 79 Data Standards Without Tears: A Com-Mar 82 Meteorburst Communications Apr 82 Review: The American Magic Jan 82 Data Field Naming/Coding Conventions May 82 A History Lesson at NSA Jun 82 Amateur Spread Spectrum Aug 82 AFCEA 82 and ICC-82: New Crypto Dev-Murphy A.I. Jan 76 Leo in October ices Sep 82 Normandy: 1944 Jun 76 Letter: Article Sep 82 SIGINT: 1990, Part One Jan 82 The Literary Bends Oct 82 SIGINT: 1990, Part Two Mar 82 Letter: The Literary Bends Article Nov 82 SIGINT: 1990, Part Three EO 1.4.(c) Jul 77 Tool Languages L. 86-36 Meyer W.P. May 76 A Simple Cipher Story Sep 76 Another Cipher by ... Murphy T. Dec 78 a/k/a Sam Oct 75 Automation of a TA Process P.L. 86-36 Aug 82 I Remember Jun 76 The Collection System Nov 82 An Old Timer Is One Who May 75 Letter: etter Feb 82 KRYPTOS: A New Society Jan 77 What If the Linguists Disappeared? Jun 78 Miller D.E. Aug 75 The Voynich Manuscript-Third Theory Oct 75 Linguists -- You Have an Expert to Nov 76 Golden Oldie: The Things They Say Ca11! Mar 78 An Idea for an Article May 79 Transcriber-Analyst Relations EO 1.4.(c) Nov 78 Never on My Watch 6-36 Miller K., Isaac L. Apr 78 Looking at Mr. Nov 77 A Proposed Cure for the Time-in-Grade Feb 79 Literature Search On-Line Syndrone Apr 78 Accentuate the Negative Mar 79 Let's Not Lose Our TA Skills Sep 76 Is There Life After Certification? Jan 80 There's a New World Coming - Are You Nov 76 Clarity, Thy Name is Qualifier Ready Feb 78 By-Lines Don't Cost-They Pay! EO 1.4. (c) Apr 81 Middle-Age Spread P.L. 86-36 P.L. 86-36

P.L. 86-36 P.L. 86-36 Apr 77 Letter: Article May 79 Project HELIPAD: An Epitaph Nolte W.M. Oct 82 What's The Good (Pass)Word? Mar 82 A Brief Treatise on Five Laws of Telephonic Communications Mar 82 Old Phone Books Never Die Phillips C.J. Mar 76 Musings About the AG-22/IATS P.L. 86-3 Mar 77 A View of the Central Computer Com-Nolte W.M., Jan 78 An Early Non Proposal for Satellite plex in the Late 1970s and Early Remoting 1980s Apr 77 The Last Word on IATS? May 77 Universes, Galaxies, Stars, Bars, and Jun 76 Comments on the AG-22/IATS Other Concepts Apr 80 Data Flow--Challenge of the 1980s Oct 75 1972-1973: A Vietnam Odyssey EO 1.4.(c) Nov 82 COMSEC Challenges P.L. 86-36 O'Neill K. Mar 76 Letter: Proud and Bitter Memories Article Feb 75 The Faithful Echo--The Role of the State Department Interpreter O'Sullivan P.A. Jun 79 Letter: 'Sixth Language' Mar 82 A Personal Computer: A Current Cryptanalysis Support Tool Mar 78 A Proposed Cure for the 'Performance Syndrome' Sep 77 May 82 Burst Answer Oliver D.B. Jan 75 The SIGINT Users' Handbook or: What's an ISHTAR? Apr 82 Partial Machine Translation: Final P.L. 86-36 Report Aug 79 On Coming of Age at NSA: Confessions of an Ex-Linguist Jul 75 RAPIDTRAN: Oct 82 Golden Oldie: The Reality of Communi-Oct 75 Language Lessons Learned: A Personal cations Changes Memoir Mar 77 Letter: Bunker Interview Sep 78 What's In a Non-Name? Jun 76 Comments on the AG-22/IATS Feb 78 Collection-Support TA is Not for Everyone May 79 Run This Through Your Transcription Oct 78 Continuing Professionalization Machine EO 1.4.(c) Oct 74 Character Building in the People's Dec 82 Does Anybody Here Remember PURPLE? Republic of China Sep 77 The Seminar Program Aug 76 Yes, Don, There is an ELINT! Pattie M.T. May 76 What Language Problem? Apr /5 A Comm Change at Ramasun Station Jun 78 As I Was Saying Two Years Ago ... Oct 78 Letter: Article Nov 78 Data Standards Center Reiskis A. Jun 79 The Baltic Encoders Feb 79 Letter Article (Dec 78) Feb 79 Well, Maybe a Sniffle or Two... Jun 79 ... Mr. Pattie Replies Sep 77 Another Last Word on IATS Jan 81 KITTIWAKE Jun 76 Comments on the AG-22/IATS Jun 82 Letter: Editorial Comment Jun 82 Letter: Shell Game Article

P.L. 86-36

-

|  |           | P.L. 86-3   | 6  |   |
|--|-----------|---|--|---|
|  |           |   | San  |   |
|  | Nov 75    | Golden Oldie: Blue Russian                                | Dec 8  | 22 Shell Game: PWB WHEN   |
|  |           | Lutwiniak W.  |  |   |
|  | Jan 81    | SIGINT In The 80s: Two Views                              | Jan 8  | 30 LIP  |
|  |           |   |  | o-Ortiz R.A.  |
|  | Mar 78    | 3 Letter // / Article \                                   | Aug 7  | 7 Telling It Like It Is   |
|  |           | <b></b> /////.a   |  | o-Ortiz R.A.,   |
|  | Apr 80    | P16 Language and Cryptologic Librar                       | y Aug /  | 74 The Language of Beisbol in Everyday Talk FO 1.4.(c)          |
|  | Jun. 76   | 6 Comments on the AG-22/IATS                              | 1  | P.L. 86-36  |
|  | 5411 70   | Commences on the AS-22/1A15                               | Aug 7  | 4 Calling All SRAs! SRA Symposium                               |
|  | Dec 81    | In Pursuit of: Faster Horses, Young                       | er Sawyer  | E.L.  |
|  |           | Women, Older Whiskey and More Money<br>Shell Game: AJSQUE |  | 8 WEDDING BELLS and That Old Gang of Mine                       |
|  | Dec 62    |   |  | 9 Pursuit of the  |
|  | Sep 74    | AFRIKAANSLanguage in the News                             | Dec 8  | Il Sleep Well: Your SDO Is On Duty                              |
|  | Sep 74    | AMERINDLanguage in the News                               | `  |   |
|  |           | HEBREWLanguage in the News                                | Feb 7  | /8  |
|  |           | Language in the News<br>Language in the News              |  | S.,,  |
|  |           | The Case for COMINT Readers                               | Jul 7  | 8 The Soviet General Staff                                      |
|  |           | Too Many Garbles  |  | P.L. 86-36  |
|  | Dec 77    |   |  |   |
|  |           | Puzzle: Who and Whom?                                     | Feb /  | 8 First Lady of Navy Cryptology                                 |
|  | Mar 82    | Letter: CRYPTOLOG Art                                     |  |   |
|  |           | Not Secret Anymore  | Jun 7  | 6 An Evaluation of a Scientific Chinese                         |
|  |           | Santiago-Ortiz R.A. 4. (c)                                | Oct 7  | Machine Translation 7 Classification Corner: A Bigger Pic-      |
| 1  | Aug 74    | The Language of Beisbol in Brefyday                       |  | ture  |
| 1  |           | Talk  |  | 8 Formatting PL/1 Source Code<br>9 Teaching Computer Science To |
| political and the second   | Rosenblu  |   | Juli ,   | Linguists   |
| P.L. 86-   | 36 Oct 77 | Partners in the Exciting Future of                        |  |   |
| 1.1.00   |           | SIGINT  | May 7  | 7 The Polyhedral War  |
| 1/1  |           | FO 1 4 (g)  |  |   |
| A Section  | Dec 76    | Graphic Names EQ 1.4.(C)<br>P.L. 86-36                    | Jul 7  | 8 Has It Ever Been Translated Before?                           |
|  |           |   | and the same of th | <del></del>   |
| A. Carrier and A. Car | mar /     | 5 To Pull a 'Ponyal'                                      | Nov 7  | 5   |
|  | <b>L,</b> | The Parket  |  |   |
|  | Feb 78    | 3000  | ~  | EO 1.4.(c)  |
|  |           |   | Jan 7  | P.L. 86-36 The Reference Analyst's                              |
|  | Salemme   | A.J.  | /  | Medium of the Future  |
|  | May 76    | Scraps from the Editor's Desk                             | /  |   |
|  | Sep 76    | Machine-Produced Aids for the                             | Mary 3   | 77 Plain English  |
|  | Oct 76    | Linguist, Part I<br>Machine-Produced Aids for the         | nay /  | C TTGTH ENGITSH   |
|  | 000 / (   | Linguist, Part II   | H  |   |
|  |           | Flash! 115th SRI Located!                                 | // / Jul 7   | 7 Letter: Subscription  |
|  |           | 7 Expletives Deleted?                                     | <i>N /</i> 1   |   |
|  |           | 3 I Remember SPELLMAN<br>9 NSA-Crostic No. 23             | /// Oct 7  | '6 Letter: Article  |
|  |           | ) LIME-A, OHIO; LEEM-A, Peru                              | W 322 '  |   |
|  | -1        |   | 7  | EO 1.4.(c)  |
|  |           | P<br>P  | .L. 86-36  | P.L. 86-36  |
|  |           | =   |  |   |

| TO TAKE  |   |
|--|---|
| EO 1.4.(c)   |   |
| Jul 79 Letter: Linguarrixia86-36   | Jun 79  |
|  |   |
|  |   |
| Apr 76 Computer-Aided Transcription  | Oct 75 1972-1973: A Vietnam Odyssey   |
|  | \ \   |
|  |   |
| Smith F.   | Aug 82 An Old Problem   |
| Mar 78 Some Background on the C/T Merger   |   |
|  |   |
|  | May 78 TA Implications of FCC Proposal  |
| Jun 76 'Right On, Vera!'   |   |
| The state of the s |   |
| Snow D.  | Jan 75 How Clean Does a Data Base Need to   |
| Sep 76 The Bible and the Washington Monument   | Be?   |
| Oct 77 Human Factors and the Use of Micro-   | Jun 76 Comments on the AG-22/IATS   |
| fiche Readers at NSA   | Jul 77 CAA News: What Ever Happened to the  |
| Oct 78 Reduction Ratios in Micrographics   | CAA?  |
|  | Aug 77 CAA News: What Are They Up to Anyway?  |
|  | Sep 77 CAA News: Whom?  |
| Jan 80 CIRC: An Intelligence Data Base   | Oct 77 CAA News   |
| <u> </u>   | Nov 77 A Little TA Problem  |
| \ \  | Nov 77 CAA News   |
| Jun 82 Letter: Personal Computer Article   | Jan 78 Letter: Article  |
| ## ## ## ## ## ## ## ## ## ## ## ## ##   | Jan 78 What Ever Happened to COPES?   |
| Snyder S.S.  | Mar 78 The Hand Is Not Quicker Than the Eye   |
| Nov 77 Letter: Article   | Apr 78 Telephone Problem Here   |
| Feb 82 A Wail, A Complaint, and a Melange  | Sep 78  |
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|  | Nov 78 A Small Problem  |
| Jun 76 How Things Have Changed!  | Mar 79 Letter: Data Standards EO 1.4.(c) Apr 79 A Somewhat Larger Problem 1.86-36                 |
|  | Apr 79 A Somewhat Larger Problem - 1.4.(C)  |
|  | Jun 79 Traffic Analysis of the Future 86-36   |
| Apr 75 Letter: Exinterne Articles  | Aug 79 CAA News   |
|  | Aug 79 Letter: Screening Radiation  |
|  | Apr 80 A Traffic Analyst Looks at Computers   |
| Aug 79 Letter: Buckley and (Jul 79)  | Dec 81 TEXTA: What Is It? Where Is It Going?  |
|  | Apr 82 Shell Game   |
|  | May 82 True Base: Two Tales   |
| Dec 77   | Jun 82 A Personal Footnote EO 1.4.(c)   |
|  | Aug 82 Shell Game P.L. 86-36  |
|  | Oct 82 Answer: An Old Problem   |
|  |   |
| Jun 76 Notes on Translation from the Chinese   |   |
| Dec 76 What's In a Name?   | Jun 77 Letter: Article  |
| Aug 77 Postscript to 'Dating Game'   | May 79 Where Do Good Transcribers Come From?  |
| Sep 77 JPRS Language Reference Aids  |   |
| Nov 77 Backing into Language Acquisition   | <u></u>   |
| Jan 78 COMINT, COMSEC, and Hilbert's Tenth   | Aug 75 Processing   |
| Jul 78 Tell Me I'm Just a Sinobibliophobe  | Communications  |
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|  | EO 1.4.(c)  |
| Dec 78 A VIP Tour through the Attic of NSOC  | Feb 75 Replacement of the GUPPY Librar 6-36   |
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|  | 8   |
| Mar 82 Towards Better System Development   | Nov 81 The PPC Is Coming!   |
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| Aug 79 Letter: Letter (Aug 79)   | Oct 79 Letter: Article (Aug 79)   |
|  |   |
|  | Tetrault E.W.   |
| Jun 77 Letter: Mason Article   | Oct 74 Even a 5-year-old Child  |
|  | Feb 75 Letter: Exinterne Articles   |
|  | Apr 75 Language in the News   |
|  | Apr 75 Machine Course for Linguists   |
| Р. Т. 86-36  |   |

Aug 79 Language Proficiency Certificates for Military Personnel

May 75 Letter: Letter
Mar 77

Jul 77 Bookbreakers Forum

Jan 78

Jun 78 Bookbreakers Forum

Apr 80 ... And In A More Modern Vein

Apr 82 Bookbreakers Forum On Machine Aids

Aug 79 CMI News

P.L. 86-36

Nov /8 Cast a Double Shadow: The Trojan Horse of SIGINT

Jul 79 Naval Readiness: A Basis for Comparison

Wigglesworth D.

Dec 77 Conversation With a Micrographics Pioneer

Jul 79 EXPERT

Wiley E.

Oct 75 The Do Xa Pads

Jan 82 Letter: Stairwell Society Article

EO 1.4.(c) P.L. 86-36

P.L. 86-36

Williams D.H. Dec 75 The Great Soviet Shipbuilding Mystery Jul 77 Dating Game Sep 77 NSA-Crostic No. 9 Jan 78 NSA-Crostic No. 11 Apr 78 NSA-Crostic No. 13 Jul 78 NSA-Crostic No. 16 Sep 78 Letter: Salemme Article Oct 78 NSA-Crostic No. 18 Nov 78 NSA-Crostic No. 19 Dec 78 NSA-Crostic No. 20 Jan 79 NSA-Crostic No. 21 and a Little Bit of Luck EO 1.4.(c) Feb 79 P.L. 86-36 Oct 81 Technical Support Catalogs May 78 Project UTENSIL: The DDO Data Dictionary/Directory Aug 74 Cryptolog A Letter of Introduction Aug 82 All I Ever Wanted To Know About DES P.L. 86-36 Aug /4 Right-to-Left Text Sorts Are Not Impossible Feb 75 Letter: Citizens of World Puzzle Feb 79 P.S. Nov 77 Language Processing Forum Feb 82 Native Scripting of Languages Jan 80 Analysts of NSA, Arise!

### STUDENTS!

(U

(U) On 29 November 1982 NCEUR announced its Independent Study Program as a way to facilitate the enrollment in and completion of National Cryptologic School (NCS) independent courses for cryptologic personnel in Germany. This is to cut the lag in mailing time between the NCS and sites in Germany. The NCEUR Training Office will also issue NCS Course Completion Certificates to individuals who satisfactorily complete an Independent study course obtained from NCEUR.

(U) Also available from NCEUR will be Russian and Czech videotapes to support language refresher and development training as well as videotapes on equipment maintenance, operations, collecions, management, security, etc.

(U) PAC-II is a project planning and control system developed by International Systems, Inc. PAC-II was designated the Agency standard automated project management system by memorandum DDPR/006/81 and is intended to help Agency project leaders with planning, scheduling, resource allocation, budget tracking, task assignment, over/under projections, etc. PAC-II allows inter-task dependencies and includes extensive facilities for playing "What if?" The system includes a 5-year scheduling capability and provides for tailoring the defaults to specific work schedules, holiday patterns, skill mixes, etc. More than 40 standard reports (Gantt charts, budget summaries, projected completions, etc.) are available. There is no Agency software development involved in PAC-II.

| CRYPTIC | CROSSWORD #3 |
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P.L. 86-36

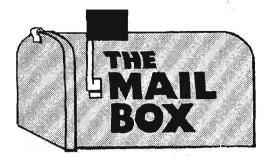
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| 28 |   |    |   |    | • | 29 |    |    |   |    |    |    |   | T             |

#### ACROSS

- 1. Smelly end of Tylenol production
   plant? (9)
- 6. Dad gets directions for the chess pieces (5)
- 9. Foul ram demolishes baby food! (7)
- Little Miss Fabray eager for Chinese material! (7)
- To sample a delicacy has inner appeal (5)
- 12. Dreamers' series of mental impressions (9)
- I bounced wildly, then became frozen in place (8)
- Frantic Omani prince shows lack of consciousness (4)
- 19. Cozy retreat for shooters (4)
- 20. We heard you teamed up with insane printer to be lewd (8)
- 23. Do some Irishmen nickname ships? (9)
- 24. In back, half dancer is comparatively more fastidious (5)
- 26. The obvious ten dive over! (7)
- 27. Loose ends trail behind! I am returning for young ladies! (7)
- 28. Finger that one! (5)
- 29. Traitors see danger all around! (9)

#### DOWN

- 1. Children averse to March, April and May? (9)
- 2. Counterfeit following valley (5)
- Telephoned Reagan, we hear, to make pot (8)
- Topless new developments bring forth applause and more applause! (8)
- Roy is scuffling with Ned over there! (6)
- 6. It's pleasant without 80 mixed-up discussion groups (6)
- 7. We sent hot mixture to the grinder! (9)
- 8. Goes under the basins? (5)
- 14. Becoming more dignified, Neil G Motley captures backward German city (9)
- 16. Stars take chances on seat collapsing! (9)
- 17. Snacks center for the new students? (8)
- 18. Conveying the band into Crosby? (8)
- 21. The most sage is found in states beyond the Rockies (6)
- 22. The dog is in the Somerset terminal! (6)
- 23. Five hundred perused A Great Anxiety (5)
- 24, Doctrine of Celsius' grass (5)



You may have thought that some of your coworkers behaved like beings from another planet, and there may very well be some extra-terrestrials among us! As a matter of fact, the new edition of the Agency telephone directory lists 25 ETs on the NSA payroll.

Of these 25 ETs, 22 are civilian (14 men, 8 women) and 3 are in the military (2 in the Army, 1 in the Navy). It should be pointed out that 23 of the 25 aren't really 100% ETs since they have middle initials and three of them have "Jr." tacked on to the end of their names, but there are two persons listed with pure "E.T." initials:

P.L. 86-3

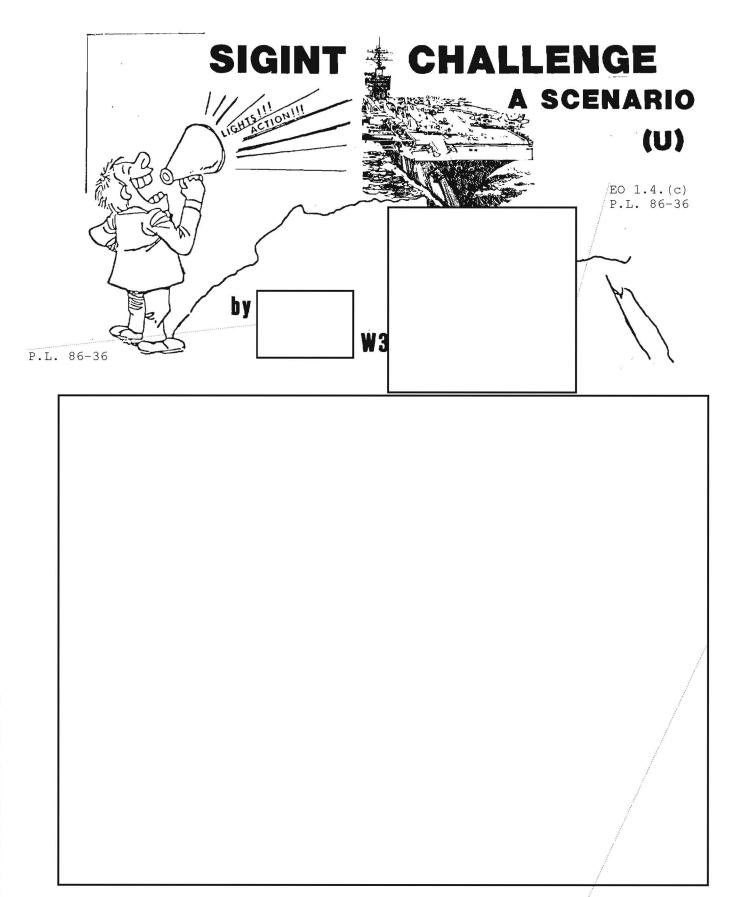
However, 1s on a field assignment, so of Q4 is the only "real E.T." in the NSA Headquarters complex. That's quite an honor and we congratulate him. We just hope that now that this item is appearing in Cryptolog, he doesn't get a spate of notes on his desk saying, "E.T., phone home!"

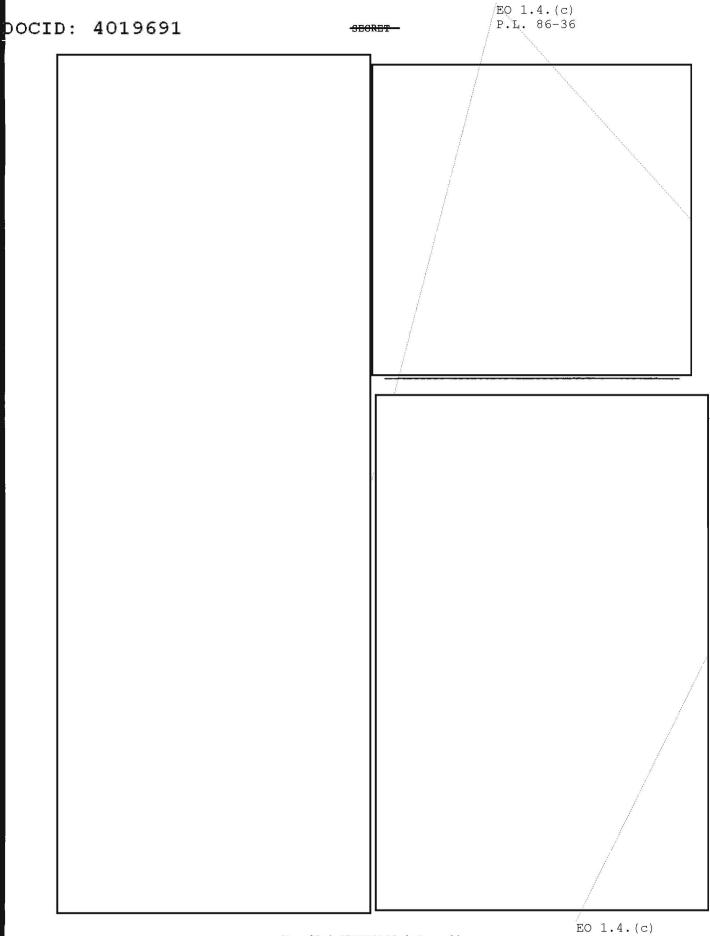


EO 1.4.(c) P.L. 86-36

Cheers, P14 (working in B111, x5741s)

P.L. 86-36





Mar 83 \* CRYPTOLOG \* Page 34

EO 1.4.(c) EO 1.4.(d) P.L. 86-36



# **MORE ON PASSWORDS (U)**

have received a number of interesting responses to my comments on this topic in the December 1982 issue of CRYPTOLOG. It is apparent from the thoughtful and detailed comments of Computer Security professionals that they take this issue seriously, and see an urgent need to respond to user needs. But where are the spokesmen for the user side? The folks in Computer Security seem very ready for constructive user input, but they can't operate in a vacuum. Without ideas and, yes, maybe a bit of pressure from users, they will naturally continue to put efficiency and ease of implementation first, and who can blame them? Too many users tend to regard passwords and access restrictions as an act of God, kind of like a bad cold, that just happens to us and that we can't have anything to say about. Yes, we will always have to have some restrictions, but the WAY THEY ARE IMPLEMENTED AND IMPOSED can be influenced by informed and constructive user input.

We have a great variety of systems, and they make use of a number of different methods to protect files and programs from unauthorized access. As you can see in the contributions below from various readers, each applies only to certain limited cases. It seems as if we need to take a closer look at computer systems throughout the Agency and study the kinds of passwords, identity checks, physical access restrictions, etc. that they employ to preserve security, and look particularly at the impact each restriction or class of related restrictions has on the user. Maybe this has been done already; it would make a very good professionalization paper! If any reader knows of a study of this sort (a survey

of all or some subset of file protection techniques, and their impact on users), please let me know. How many different sets of rules have we just for composing passwords, for example? I bet there are nearly as many different sets of rules as there are software systems (at least operating systems). How can we find out which of these burden users the least, while still providing the requisite security? Some of the comments below suggest specific changes in the form of passwords (e.g., the use of long phrases instead of single words). Unfortunately, we have no real way to decide whether these changes will, in fact, improve matters for users. Like so much else about human factors, this is an area where we need a lot more hard data. Intuitive guesses on the part of programmers are surprisingly often far off the mark when it comes to imagining what is easy or hard for end-users to do or remember, because programmers have had to (and have chosen to) develop a special cast of mind that sets them apart from non-programmers.

Let's hear from some more users out there! What do YOU think of these ideas the Computer Security people are proposing? Do you have some ideas or experience that can throw some more light on the subject?

#### HORROR STORY

| "I    | love | ed yo | ur c | omment | s on  | passw | ords.  | I   |
|-------|------|-------|------|--------|-------|-------|--------|-----|
| will  | pass | along | my l | norror | story | that  | result | ed  |
| from  |      |       |      |        |       |       | Being  |     |
| good, | seci | urıty | cons | clous  | perso | n, I  | prompt | :Ly |



changed my password to one more complicated. It was a good one that would baffle any vicious attempt at penetration. All went well until the next time I tried to do some work at the terminal. It was late in the day, and I had to wake up the Delta Data. Every time I tried to login, it refused to recognize me: my password was not correct and threatened Gestapo action (even called me 'naughty' - that made me mad). To abbreviate this long story, my PWB [Programmers Workbench] system will not accept passwords with numeric or special characters in 'load' mode. So, I went back to my comfortable, vulnerable old alpha style password. The system and I are friends again."

The four bits of a unit give Delete, Execute, Write, or Read privileges when zero; they deny the same when one. The four units relate to the system, the user (who created the file), the group (a limited number of users), and the world (all legitimate users who are not members of the user's group). In this way, control is maintained over who may do what with the data in any specific file.

"In the case B, to which your article mainly seems to address itself, it is pointed out that an increase of security in the signon and passwords procedure seems to require an equal increase in legitimate users' inconvenience. One simple change that would increase security but not inconvenience would be to eliminate the use of initials in sign-on procedures. An illegitimate user (or 'spook') who wanted access to your files would probably sign on as MDI with a good chance of success (at least on [one system]) and only then would have to consider some procedure for generating possible passwords via the computer itself. If the sign-on is ITSELF a password, the recovery of someone else's sign-on could not easily be done, as each sign-on trial would need to be typed in until the spook could find one accepted by the computer. Thus password first, then initials, would be more secure than the present initials plus password process; and password 1, then password 2 would be still better. Indeed, any one could make this change right now (if the system being used has no restrictions on the length of the sign-on or the password). But establishment of a specific policy excluding use of initials would be desirable.

#### SOME THOUGHTS

"Use of computers may involve two distinct types of security problem:

"A. Protection from legitimate users of the system whose access to certain data is to be restricted.

"B. Protection from illegitimate users of the system who endeavor to gain access to certain data by the use of an identity (sign-on and password) that is not theirs.

"In the case of A, a procedure with which I am familiar calls for a system protection word to be associated with each created file. This word contains four units of four bits each.



P.L. 86-3

Mar 83 \* CRYPTOLOG \* Page 36

OCID: 4019691

OR:

I enjagree th so hard them dow you WOUL word.

Howevelot of able to same time lowercast was actually and either them to either them to the the

"A sufficiently clever systems programmer could, of course, dig out any information residing in the system, including protection bits and passwords, but measures against such a type of snooping will have to be taken up for discussion at another time. I am limiting myself for the present to the topic raised in your article."

P.L. 86-36

[This comment highlights two of the different points in the user dialog with a system where access restrictions come into play: i.e., 1) login, or sign-on; 2) file access. Additional possibilities are 3) access to data base management or other applications packages; 4) access to operating system or file system mechanisms (e.g., "superuser" passwords on UNIX systems); 5) access to related groups of files (e.g. M204 "file group" passwords). From a human factors point of view, the context within an on-going user dialog with the system is also important: how many steps has the user already had to go through before he must give this password? How complex have previous steps been? How many more steps must he go through, and how complex are they, before he can begin work? How often must he go through all the steps in a working day? How fast or slow is the system response between each step of his login and access to resources? It would be a mistake to look at a single "frame" of the dialog in isolation, and consider only the system's prompt for a password and the user's response, without looking at the surrounding context. -MED]

IT'S MORE FUN WITH PASSCODES
OR: SQUASHING/ENCOURAGING CREATIVITY

I enjoyed your article about passwords, and agree that creative passwords can SOMETIMES be so hard to remember that you have to write them down. Then you have less security than you WOULD have had with a more memorable password.

However, with a bit of creativity, (and a lot of inspiration from your article), I was able to conjure up a password that was at the same time memorable AND a scrambled mess of lowercase, uppercase, numbers and symbols. It was actually FUN to make a clever password!

Now I find that the cftp program (used to transfer data from one machine to another) will not function if a password contains either CAPITAL letters or punctuation marks. Not fun. Rather than remain frustrated, I picked a less clever password again. Isn't it bad psychology to squash a user's efforts like that?

We need to think about some programming standards here ... cftp can probably be modified to accept fancier passwords. For that matter, passwd (the UNIX program for setting a new password) can probably be modified to reject passwords that are all lower case (or all upper case), or to reject passwords that contain NO letters or symbols.

Finally, a weird idea that just MIGHT encourage creation of undecipherable passwords. Try this the next time someone knocks at your front door. Don't open it. Yell out "What's the password?" Chances are, your will try common visitor words "apple?", "banana?", "cranberry?". When your NEXT visitor arrives, cry out "What's the code?" Perk up your ears, 'cause he's going to try things like "murffle-87Z", "78rpm", and "DAH-di-DAH-dit". This should tell us something. Ask a person for a PASSWORD, and you get a WORD. Ask him for a CODE, for a PASSCODE, for an ACCESS CODE, and he stops to think of something unusual (and enjoys doing it). On UNIX, the word "password" would have to be replaced at login, and in the passwd program, and in a few other utilities.

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| 320          | P.L.                                    | 86-36 |

UPDATE FROM
HUMAN FACTORS OF PASSWORDS

"A SAD Dilemma.

"The recent remarks on Good (Pass)Words vs User Friendliness deserve some comment.

"The first full sentence on page 8 says that 'our lives are a lot easier if our password is 1) short, 2) easy to type, and 3) easy to remember". This order should be reversed. The password must be easy to remember. If you cannot remember it, you cannot type it, easily or otherwise.

"The comments about the difficulty of remembering VKJRD and like values are correct. Passwords made up of large alphabets are called for in situations where the password is limited in length. Short passwords are common in computer systems that store unencrypted passwords. If a password is to have any strength it must be of sufficient length or be made up of choices from a big alphabet.

"Currently, work on a new login for UNIX is underway. The specifications are:

"The password will be 8 or more characters; up to a maximum of 40 characters.

"Of all the characters, six or more will be unique.

"These specifications will permit pass phrases such as:

"Low flying bees eat wax beans

"I own cherry trees and crab grass

"If the user can accept using phrases, then sufficient strength can be obtained by using sufficient length for the pass phrases. This scheme does not increase the demand for computer storage if the pass phrase is encrypted and collapsed into 11 bytes regardless of length.

"The user's selection of the pass phrase will be inspected only at time of creating (when passwords are changed) to see that the password is 8 or more characters long with six unique. Because a user could choose abcdefg as a password or could switch back to a previously used password, the old password will be

captured. The security officer will review captured passwords to see if a user needs counseling on password choices.

P.L. 86-3

"The central distribution of passwords that are difficult or impossible to pronounce or remember is unacceptable. I agree that the pass phrase should be as usable as possible consistent with the need for protection.

"There is a human factors element to a well designed and properly functioning password system which deserves some comment. The password authenticates the user to the system. It prevents anyone else from masquerading as the user. It protects the work of the user from damage. It prevents anonymous use of the computer. This encourages all users to be responsible citizens in the community of computer use.

"There are alternatives to passwords, but they are worse. Each individual has a unique pattern of blood vessels on the retina visible through the lens of the eye. The pattern could be used as an identifier. But how could the identifier be forwarded over the telephone to a trusted fellow employee? Emergencies do arise.

"If a password is remembered, it is easy to type. I doubt that a non-typist will use a terminal very long. As for passwords should be short; sorry about that, they must be long enough to be secure."

(29 December 1982) P.L. 86-36

A RESPONSE FROM THE COMPUTER SECURITY CENTER

GOOD (PASS)WORDS VS HUMAN FRIENDLINESS

"1. Reference your article.

"2. As a regular user of computing systems I share your concern that password systems be user friendly. Wearing my other hat, as Chief of Standards and Commercial Products Evaluation at the DoD Computer Security Evaluation Center, I am quite concerned that passwords be chosen and used in as secure a fashion as possible.

"3. An approach to the dilemma between user friendly passwords and secure passwords is to

stop focusing on the word WORD in PassWORD. There is no real reason why the authentication sequence for a computer log-on could not be a PHRASE - one typed in lower case letters with embedded blanks (if one chooses). suggestion opens new realms for passphrases which are easy to remember, easy to type, plus long enough to be not practically attackable by simple analysis means. Any source of written material at hand provides candidate passphrases which are far more secure than initials, name spelled backwards, license plate number, radio amateur callsign, wife's name, project name, etc. which appear frequently in the set of user chosen passwords in use today. Phrases like 'ordered bifocal glasses', 'simple analysis effort' or 'do we need to depend' all suggest themselves as passphrases from your recent Technical Notes. Real security in passphrases (or passwords) comes from being chosen at random from a large set of possibilities. The phrases such as 'including the electrons', 'larger than a gim-let', 'around which cable' or 'outspoken plain and blunt' were all drawn from the dictionary on my desk.

"4. We who work in computer security realize that the user of the system is the real key to system security. The user's needs must be taken into account when security measures are devised and put into place. There is real room for creative thinking in the area of meeting users' needs and maintaining and improving computer system security. Let's break out of the past shallow thinking (use passphrases instead of passwords) and apply our talents to making things better for everyone."

(4 January 1983)

MORE ABOUT PASSWORDS AND...HUMAN FACTORS?

"We have a rebuttal! published a rebuttal to an article about the password compromise that appeared in the It seems that October issue of CRYPTOLOG. Mary thinks that passwords that are: long, use upper and lower case, are selected from a large alphabet, (special characters, punctuation, etc.) are a pain in the human factors... neck? Mary's point of view is that passwords are just one more obstacle between the user and the computer. Mary states that life is a lot easier if our passwords are: 1) short; 2) easy to type; and 3) easy to remember. Hmmmm..seems to be a conflict of interest here. There is no question that we must use passwords that are reasonably secure. Admittedly, however, we cannot ignore the human factors issues while pursuing this goal."

(Excerpted from COMPSECNEWS, January 1983)

#### CENTRALLY-ASSIGNED PASSWORDS

"Some years ago I identified what I consider a near-perfect trade-off between security and convenience with respect to the assignment of passwords. At that time the CESSO was assigning new passwords to the users of their facility. The principal mechanism was a program which could effortlessly generate 8-character alphanumeric passwords in an approved fashion. The CESSO's plan was to run off a sheet of several hundred passwords, and then arbitrarily assign one to each customer.

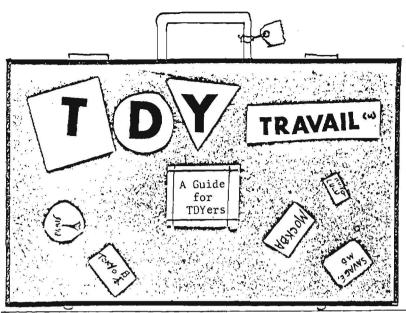
"Noting that the password assigned to me was onerous, I asked for a sheet of 1000 passwords from which I could choose a better one. While the CESSO acceded to my wishes for myself and my team members, there was unwillingness to make this a standard practice. There were a number of objections, most of which I could not appreciate, one being that it would be wasteful to run off 1000 passwords and 'waste' 999.

"Nevertheless, each of us found within our own list of 1000 potential passwords some string that was 'personally memorable' and did not need jotting down--despite being random and, for all intents and purposes, meaningless.

"Passwords are a fact of life, but their burden can be lightened significantly without compromising security.

"My experience--and I suspect yours as well--has taught me that the cost and complexity of user convenience is often less than it first appears; the payoff, whether large or small, is often longlasting."

(9 February 1983)
P.L. 86-36





f you have not traveled on TDY (Temporary Duty) lately, or if you are now contemplating your first TDY assignment, there are many facts that you should know and actions that you should take. Knowing what to do and doing it in time can prevent unpleasant surprises, hassles, snafus, and disappointments. The key factors are time and your personal attention. Do not assume that "Admin" or "Management"—or somebody—will handle everything in good time while you just wait to be told what to do. You may have to do it yourself. Here are things you should know.

#### Rules and Regulations

You probably have better things to do with your TDY preparation time than to study TDY rules and regulations, but you should know that you can find them in the Personnel Management Manual, NSA/CSSPMM Part VII--Series 700 (Travel Regulations). For general assistance, your key component has a central travel activity, and the Travel Management and Support Branch (M62) will answer all your travel questions. Ask them.

### Travel Arrangements

Nothing can happen before M62 receives a copy of your planning message. This is a message prepared according to a prearranged format by your home element announcing your itinerary, schedule, mission, and clearances

to the commands and installations you will be visiting. M62 needs at least 30 days, and preferably 45, to do its part; the field activity you are visiting may need as long as 30 days for the paperwork in preparing for your visit. M62 will select the best bookings within the range of allowable options, including, when available, Category Z, which is a class of services quoted by certain airlines for government use. If you have complications, such as traveling with your spouse or taking annual leave in conjunction with TDY, discuss this with your M62 representative so that she can make the most favorable arrangements and suggest how best to take advantage of whatever airline bargain gimmicks may be in force at the time.

#### Advance Preparations for Arrival

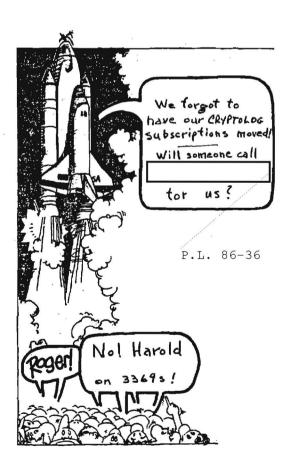
If you are sending equipment, briefing notes, or anything else you will need when you get there, make sure you allow enough time. Check the Armed Forces Courier System (ARFCOS) schedules. Make sure you get back the Receipt for Transmittal, Form Al295, which is attached to packages for shipment.

Keep handy the names and telephone numbers (home and office) of your points of contact. If you are to be met, be sure that your time and place of arrival are known. Messages don't always get through, so make some contact yourself (OPSCOMM, phone call, letter-whatever you can). You may find yourself alone in a foreign country where you don't

speak the language, with a pile of luggage to look after. You must be ready to cope with a situation like this. If you are not to be met, then be sure you know how to get from the airport to your destination, which may be many miles away. What modes of transport are available? Taxi? Limousine? Bus? Train? Some combination of these? If you are arriving at night or on a Sunday, are they running then?

# Passport

Probably you already have a passport. This is not good enough. You need an official passport because you will be traveling on government orders. Go to M624 and apply for it as soon as possible. Your passport number should be included in your TDY planning message or a later message. This will assist you in on-base processing at locations where responsibility for security is shared by the United States and the host country. When you return, your official passport will be taken away from you and filed for possible future use. Even though it is not in your possession, don't let your passport lapse.



### Shots

For some destinations, shots come in series, so find out how much lead time you will need to have them—and to recover from having them, if shots bother you. You don't want to go chasing around airports with a sore arm. Depending on where you are going, you might assume that you don't need shots—and you might be wrong! You will be traveling on an official passport and additional rules apply. The Medical Center, M7, will know the answers and give you the proper shots.

#### Travelers' Checks

Buy your travelers checks in good time to avoid being rushed at the last minute. There may be restrictions, depending on where you are going. Ask your travel representative.

## Money

When you finally pick up your orders—and this can happen at a panic-stricken last minute!—you will be presented with a large sum of cash. This is your travel advance. This could happen on a holiday, Saturday, or Sunday or in the evening, when you would have no way of safely stashing it in the bank. Be prepared to deal with this possibility in whatever way suits you best. You may have it held for you if you wish.

When you change money from one currency to another, note the exchange rate and copy it down. Rates change from day to day. Be sure to have small change in the foreign currency with you when you arrive. You may need it for tips, snacks, telephone calls, or toilets.

### Accommodations

Will you be staying at a hotel? In the BOQ? In base housing? Will transportation be available, or will you have to get to your destination from a distant hotel every day in a hired car? Ask. You need to know. If you know you will be driving a rental car in a foreign country, determine in advance what the restrictions are. You may need a local or international driver's license (\$10.00 at AAA offices). And be sure you know which car rental company holds your booking.

#### Records

When you leave, you will receive your tickets, travel orders (Form DD1610) in multiple copies, and travel voucher (Form DD1351-2) with carbon copies. An examination of the travel voucher form will convince you that you will need to keep records of all your expenses. Do this as you go along. You will have enough to do when traveling just to keep track of today, never mind trying to remember which meals you paid for or what taxi rides you took yesterday.

If you cannot get quarters on a military base, make sure that you get a statement of nonavailability from the base billeting office. Without it, you may have to pay for off-base quarters yourself. Be careful not to lose any tickets, bills, or receipts. If you get a chance, have them copied and send the copies home. When you get back, you will have to turn in your completed forms with all your documentation.

# Security Briefing.

For overseas travel you will need a briefing on security. Find out when these briefings are scheduled well enough in advance so that you can attend on a day convenient for you. You will be busy in the days just before you leave, so do what you can ahead of time.

## Travelers' Guides

The State Department, the US Customs Service, and other organizations publish brochures and pamphlets with tips for travelers. When you pick these up, take a look at the publication dates. Rules change. Make sure that the advice you are getting is current.

# Trip Report

When you get back, you will probably be expected to write a trip report. Find out in advance the type and amount of detail that will be wanted so that you can be thinking about it and making notes.

#### The Assignment

Now with all the preliminaries disposed of, you're off. You will almost certainly find your TDY interesting and rewarding, well worth all the initial (and subsequent) bother, which, with a lot of attention and a little luck, can be held to a tolerable minimum.

Have a good trip!

| Author's note: My thanks to of M62 for her advice as well as t | 0/ |
|--|----|
| friends in Pl and my E41 colleagues                            |    |
| for their sugges   |    |
| tions. Brian has a last word: "Take                            | а  |
| good book and maintain your sense o                            | f  |
| humor.")   |    |
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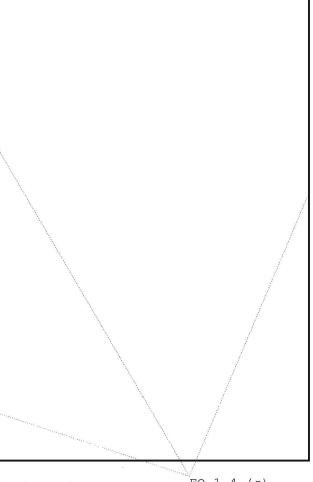
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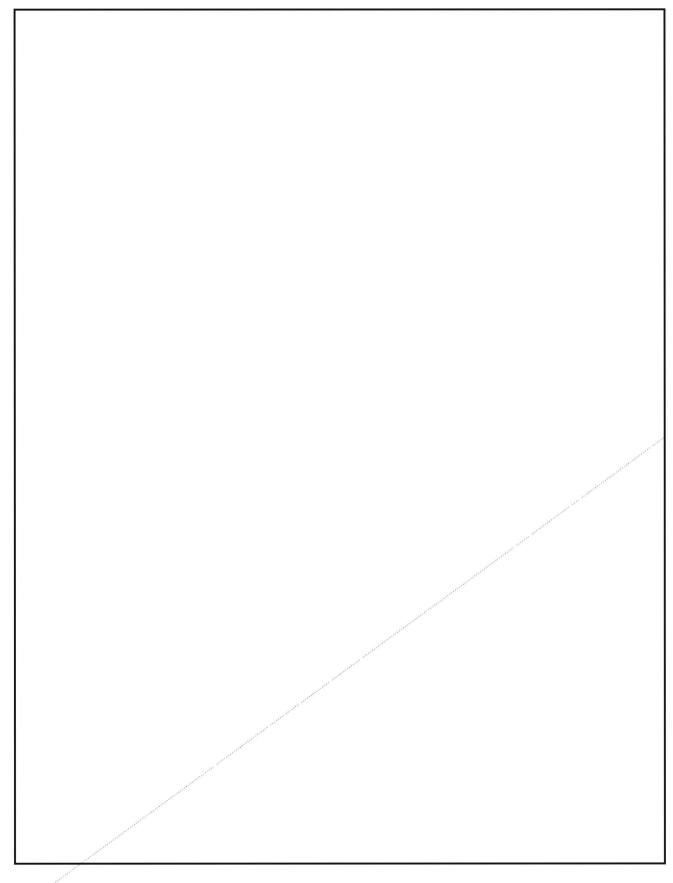
e have all heard the old saying,
"Everyone talks about the weather,
but no one does anything about it."
Yet, hardly a day goes by that each
of us does not watch or listen to a
weather report on television or radio.
Regardless of whether or not we believe the
forecast, we all tend to make plans accordingly. Just as weather forecasts tend to
influence our personal activities, so the same
types of weather information influence military commanders in planning their operations.
This dependence on weather support by the
armed services can yield unexpected intelligence information and, indeed, is used daily
by Agency weather analysts

(S) The progress of scientific knowledge and modern technology continues to call attention to the critical need for all-source environmental information from potential enemy nations. This data is required to more accurately assess a nation's success in developing, deploying, and operating new weapons systems and to study the influence of a nation's weather on the capabilities, disposition, and mobility of friendly or unfriendly military forces.

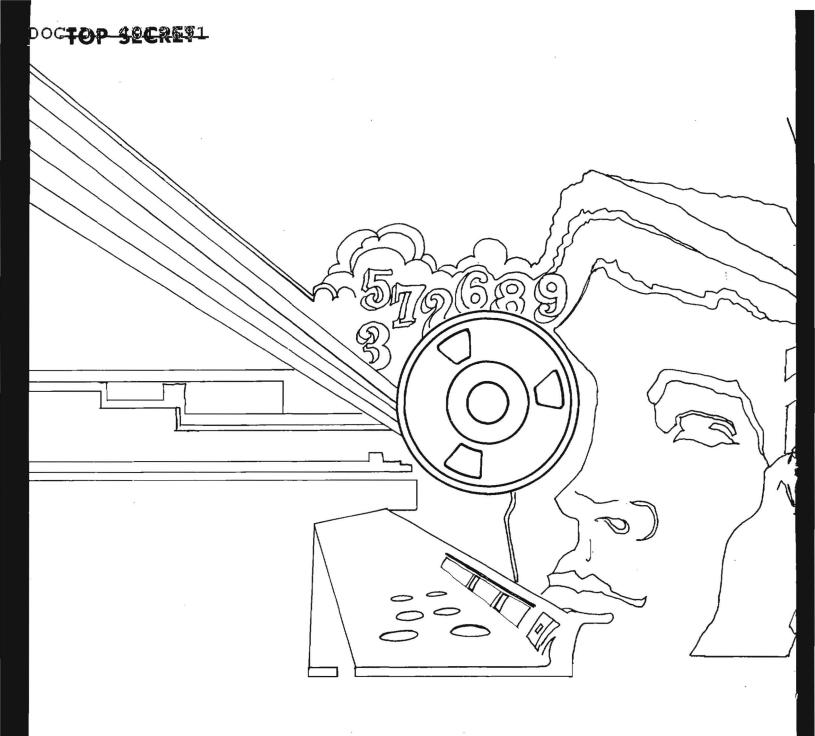


Mar 83 \* CRYPTOLOG \* Page .43

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Mar 83 \* CRYPTOLOG \* Page 45



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