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NATIONAL SECURITY AGENCY
Washington 25, D. C.

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NSA REGULATION
NUMBER 102-1

7 October 1953

EFFECTIVE UNTIL 1 OCTOBER 1954 UNLESS SOONER
RESCINDED OR SUPERSEDED

COURIER SERVICE IN THE WASHINGTON AREA

SECTION

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SECTION I - SUPERVISION

This Regulation supersedes NSA Regulation Number 102-1 dated 10 August 1953.

SECTION II - GENERAL

All Top Secret, Codeword and Cryptographic material will be transmitted by official courier in the Washington area. Control, packaging and handling instructions will be as prescribed in the NSA Security Manual.

SECTION III - OFFICIAL COURIERS

1. The Adjutant General maintains regularly scheduled courier service to Arlington Hall Station, the Pentagon, Naval Security Station, and the NSA School. In addition, special couriers are provided on request for trips in the Washington area whenever the urgency of the trip or location of the addressee makes the use of the scheduled courier trip impracticable.

2. Chiefs of Staff Divisions and Offices are responsible for insuring that the regularly scheduled courier service is utilized by their personnel whenever and wherever possible. A current courier schedule is attached as an Appendix to this Regulation. Extra copies may be obtained by calling the Adjutant General, Code 131, Extension 60214.

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3. Chiefs of Staff Divisions and Offices may designate officers and civilians as official couriers for specific trips whenever the urgency or nature of the trips makes the use of the Adjutant General courier service impracticable. These official couriers may transport a single or relatively minor number of documents, without arms, provided one of the following two conditions is met:

- a. Travel is accomplished by government transportation.
- b. Travel is accomplished by private conveyance carrying one or more Agency personnel, besides the courier.

SECTION IV - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Adjutant General.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

L. H. FROST
Captain, US Navy
Chief of Staff

OFFICIAL:

E. M. GIBSON
Lt. Colonel, AGC
Deputy Adjutant General

Incl:
Appendix

DISTRIBUTION III

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COURIER SCHEDULE

	<u>Courier Runs (Monday through Friday)</u>						<u>Courier Run (Saturday Only)</u>
	<u>No. 1</u>	<u>No. 2</u>	<u>No. 3</u>	<u>No. 4</u>	<u>No. 5</u>	<u>No. 6</u>	<u>No. 7</u>
NSS	---	<u>0810</u>	<u>1000</u>	<u>1235</u>	<u>1435</u>	<u>1515</u>	1130
AHS	<u>0820</u>	0830	1020	1255	1455	1610	1030
PENTAGON	---	0920	1110	1355	1555	---	0950
NSA SCHOOL	---	---	1145	---	---	---	---
NSS	0900	0955	1200	1430	1630	---	<u>0930</u>

NOTE - Hours underscored indicate point of origin.

APPENDIX

Appendix to NSA Regulation
102-1, 7 October 1953

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