The Adjutant General's Office
Washington

AG 311.5 (9-1-42) MS-B-M

September 5, 1942.

TO: The Commanding Generals,
Army Ground Forces;
Army Air Forces;
Services of Supply;
All Armies;
All Air Forces;
All Corps;
All Service Commands;
The Chiefs of All Services.

SUBJECT: Cryptographic Security and Safeguarding Military Information.

1. a. Analysis of radio and telegraph communications has revealed in an
increasing manner the immediate necessity for thorough understanding,
by all personnel, of what constitutes important information,
and the exercising of the utmost diligence in safeguarding this information.

b. All personnel, who prepare or are responsible for the preparation or classification of messages, will immediately acquaint themselves with the provisions of AR 380-5, dated June 18, 1941, and particularly of paragraphs 8 and 9 of Section 1 for instructions as to classification. Paragraph 8-b of AR 380-5 contains examples of items classified as SECRET and paragraph 9-b contains examples of items classified as CONFIDENTIAL. These lists are by no means to be considered as all-inclusive, and it shall be the duty of all persons concerned, where any doubt exists, to assign a sufficient classification. Brevity in text and economy in transmission are provided by crytographing messages classified RESTRICTED, but from a military standpoint, the RESTRICTED classification is considered to provide little security.

c. With reference to paragraph 9-b (7) of AR 380-5, all orders, reports, or instructions pertaining to units or individuals who are in or enroute to staging areas or to overseas stations or on special assignments in the United States, or questions concerning them, and all references to shipments of material which might disclose type, quantity, or eventual overseas destination, shall be classified as CONFIDENTIAL, or SECRET, whichever may be appropriate. Exception is made with respect to messages bearing on the apprehension, surrender, or disposition of stragglers and deserters in the United States provided no indication is shown in the address, body, or signature of the message which might reveal the individual's organization and its location if tactically disposed; these messages will not be classified when so prepared. Exception is also made in the cases of messages which relate to material shipments the destination of which is marked in the clear; which messages will not be classified when trans-
mitted by means other than radio. With reference to paragraph 9-b (9), it
will be noted that strength reports, designations of units, movements of
troops, numbers of troops, dates or movement numbers when used together
with the names of individuals or places constitute important information,
and should be appropriately classified.

2. It is foreseen that these instructions will result in a con-
siderable increase in the cryptographic work of the Army. In this connect-
ion, it is directed that particular attention be given to the means of trans-
mission of each communication and that ordinary, air, and registered mail
services be used whenever possible. Routine reports upon which immediate
action is not necessary or communications which will not require attention
until the following day, should be sent by mail when their transmission by
such means will not materially delay delivery. This is particularly appli-
cable to communications within the United States.

3. a. In order to clarify the position that each type of communi-
cation service holds in the Army Communication System, the following rules
are set forth as a guide for the personnel concerned.

b. The following services are unclassified whether within or
outside the continental limits of the United States:

(1) Radio
(2) Telephone
(3) Telegraph and Cable (when operated by other
than military personnel)

c. The following services are classified as RESTRICTED within
the continental limits of the United States and outside the continental
limits of the United States where the services are under the control or
supervision of American Military personnel, and wire facilities are em-
ployed exclusively. If messages are classified as RESTRICTED, they may
be transmitted in the clear by one of the means listed below:

(1) Teletypewriter Exchange Service
(2) Private teletypewriter service
(including both Government and privately
owned facilities)
(3) Facsimile service (excluding telephone
conversations in relation to facsimile
transmissions)
(4) Telegraph and Cable Services (when traffic
functions at both ends are handled by military
personnel exclusively)
(5) Telegraph (when equipped with a scrambling device
classified by the Chief Signal Officer
as RESTRICTED)

SECRET and CONFIDENTIAL messages may be transmitted in the clear through
these means provided appropriately classified scrambling devices, the de-
sign and the completion of the installation of which have been approved
by the Chief Signal Officer, are installed on all facilities used in trans-
mitting these SECRET and CONFIDENTIAL messages.
d. Messages classified as SECRET or CONFIDENTIAL, whatever their
destination, may be transmitted by the following services provided they
are cryptographed in the appropriate manner:

(1) Teletypewriter Exchange Service  
(2) Private Teletypewriter  
(3) Telegraph and Cables  
(4) Radio  
(5) Facsimile Service

g. Private teletypewriter service, teletypewriter exchange ser-
vice, telegraph service, and the various cable services have a definite
privacy feature that is not obtainable by radio propagation. Messages that
are transmitted by electrical communication service will bear a normal
telegraphic heading and signature as prescribed in paragraph 12, AR 105-25.  
Except for the address and signature, all cryptographed messages trans-
mitt ed via these services will follow the authorized message form and will,
therefore, carry no reference in clear as on the cryptographic system or
classification of the message.

4. a. The cryptographic systems in use by War Department today are
the result of many years of experience and careful study, and are considered
to be cryptographically secure. Their security cannot be maintained, how-
ever, if continued violations of cryptographic principles are permitted in
the writing of classified messages. Those individuals who draft messages
will give particular attention to paragraph 36 of AR 380-5.

b. The reply to a classified message will not be classified lower
than the message to which the reply is made, but it may be higher if the
subject matter in the reply warrants such an increase in classification.

c. Messages will be as concise as possible consistent with clarity
Commonly used conjunctions, prepositions, and articles such as "and, "for", "but", "in", "on", etc., will be eliminated whenever possible without com-
using the meaning to be conveyed by the message.

d. Stereotyped phraseology will be avoided at all times. It
must be kept in mind that any standardized phraseology tends to become
stereotyped and the habitual use of any particular words as beginnings and
endings must be avoided. The following is a list of words and phrases which
through use, have become stereotyped, and must not be used at the beginning
or ending of classified messages:

ACKNOWLEDGE  PURSUANT TO
ADVANCE  IN COMPLIANCE WITH
ADVISE  QUOTE
ARRIVE  TITLES "COMMANDING
ATTENTION GENERAL," ETC.
CITE  PLEASE
CONFIRM  RECEIPT
DEPART  RECEIVED
ENEMY  RECOMMEND
END  REFER
END OF MESSAGE  REFERENCES

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In the use of punctuation, do not habitually abbreviate. On the other hand, do not habitually spell it out. When abbreviated, "period" will be written PD, "comma" CMA. The use of the word "stop" to mean period is not encouraged because of the possibilities of confusion in the message arising from its use. In general, the use of punctuation will be kept to a minimum. Punctuation is the most stereotyped part of any language.

Abbreviations used will adhere to AR 850-150, dated February 1, 1933, with Change No. 2, dated March 21, 1939, and War Department Circular #59, dated March 2, 1942. Abbreviations such as T/O will be written T slant O. AR 380-5 will be written as AR three eight zero dash five. Spelling out letter sounds in the writing of abbreviations will not ordinarily be done: Example: Y will be written as Y, not as WYE. When necessary to clarify certain abbreviations, use the official phonetic word list, paragraph 181, FM 24-5.

Numbers will be written as cardinal numbers; Example: 1270 will be written as one two seven zero; July 17 will be written as July one seven.

Direct quotations from classified messages will not be included in subsequent classified messages. Direct quotations from press releases, or other unclassified documents will not be included in classified messages. Before including information from unclassified sources in a classified message, or before disseminating information included in classified messages, the information will be paraphrased. All paraphrases will be made in accordance with the provisions of paragraph 38, AR 380-5.

Literal and paraphrased versions of classified messages will be safeguarded with the same degree of security as the cryptographed versions.
4. It is desired that the commanding generals of service commands notify the commanding officers of all posts, camps, and stations, including installations under the jurisdiction of the Commanding Generals, Army Ground Forces, Army Air Forces, and the Chiefs of Administrative and Supply Services, Services of Supply, located within the territorial limits of their respective service commands of the above.

By order of the Secretary of War:

J. A. ULIO
Major General
The Adjutant General

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