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WAR DEPARTMENT

The Adjutant General's Office  
Washington

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

September 5, 1942.

SUBJECT: Cryptographic Security and Safe-  
guarding Military Information.

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.

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1. a. Analysis of radio and telegraph communications has revealed in starting fashion the immediate necessity for thorough understanding, on the part of 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 cryptographing 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 materiel 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 materiel shipments the destination of which is marked in the clear; which messages will not be classified when trans-

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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 considerable increase in the cryptographic work of the Army. In this connection, it is directed that particular attention be given to the means of transmission 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 applicable to communications within the United States.

3. a. In order to clarify the position that each type of communication 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 employed 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) Telephone (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 design and the completion of the installation of which have been approved by the Chief Signal Officer, are installed on all facilities used in transmitting 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

e. Private teletypewriter service, teletypewriter exchange service, 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 transmitted 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, however, 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 confusing 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  
 ADVANCE  
 ADVISE  
 ARRIVE  
 ATTENTION  
 CITE  
 CONFIRM  
 DEPART  
 ENEMY  
 END  
 END OF MESSAGE

PURSUANT TO  
 IN COMPLIANCE WITH  
 QUOTE  
 TITLES "COMMANDING  
 GENERAL," ETC).  
 PLEASE  
 RECEIPT  
 RECEIVED  
 RECOMMEND  
 REFER  
 REFERENCE

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PERIOD	REPORT
FOLLOWING	REQUEST
FOR	RERAD
FROM	REURAD
IN REPLY	YOURS
OUR	REQUESTED
PARAPHRASE	SIGNED (INCLUDING NAME)
NUMBERS "1", "2", ETC.	STOP
THIS MESSAGE	UNQUOTE

e. 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.

f. 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 phenetic word list, paragraph 181, FM 24-5.

g. 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.

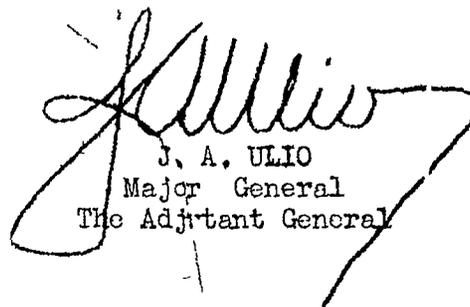
h. Direct quotations from classified messages will not be included in subsequent classified messages. Direct quotations from press releases, or other unclassified documents will not be included in classified messages. Before including information from unclassified sources in a classified message, or 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.

i. Literal and paraphrased versions of classified messages will be safeguarded with the same degree of security as the cryptographed versions.

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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. ULLO  
Major General  
The Adjutant General

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