

ARLINGTON HALL STATION

POST SECURITY POLICY

1. In time of war, as well as in peacetime, it is essential that all personnel, both civilian and military, realize that the value of the work produced by this post is directly dependent upon the security the practise of certain security principles in the acquisition and handling of the information produced developed. These security principles must be stressed to all personnel periodically in order to develop a constant security-consciousness which is necessary for the successful completion of the ~~assignment~~ *Mission assigned* to of this post.

2. For the purpose of developing the quality of security-consciousness to the highest degree, certain security principles must be set up, *which shall be known as the Post Security Policy*.

a. A Post Security Officer shall be designated to serve as assistant to, and ~~under the direction of~~ the Post Intelligence Officer in the coordination of the post security program. It is deemed advisable that such an assignment shall be the sole duty of the officer designated, and that said officer shall perform the following functions:

1. He shall assist the Post Intelligence Officer in *investigating and prosecuting* handling breached of security both within and outside of the Post.

2. He shall cooperate with the Provost Marshal in the enforcement of such security measures as are the responsibility of the Provost Marshal, and ^{shall} assist him in the investigation of all misdemeanors which may have a bearing on Post security. This will include cases of theft on the theory that all petty thieves are potential violators of security.

3. He shall further cooperate with the Provost Marshal in maintaining a file of fingerprint classifications of all personnel on this Post for use in the investigation of such ~~petty~~ theft as described above.

4. He shall make a detailed study of all problems relative to security at the present time, and shall maintain this study on a current basis at all times.

5. He shall administer the Post Security Policy.

6. He shall enforce, ~~with the~~ such Post security measures as do not fall within the limits of ~~(2)~~ (2) above.

7. He shall ~~provide assistance~~ plan and administer an active security publicity campaign for the Post in general.

8. He shall provide assistance for the Branch Security Officers in planning specific Branch security programs, and shall coordinate with other Branches the materials and ideas originating in the specific Branch programs.

(b - follow c)

9. Post Security Regulations shall be drawn up, and revised periodically. These regulations shall include information relative to:

1. Identification badges

Types

Wearing of badges

Significance of badges

Security of badges - lost badges, forgotten badges

2. Entrance to grounds

3. Entrance to buildings

4. Relationship of Post personnel to Guards on duty

5. Classified material

6. Cameras

7. Restricted areas

8. Telephones

9. Car stickers

10. Questions and answers

11. Penalties for violations

Such Regulations shall be distributed to ALL personnel at AAS

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d. Security education in the Training Program shall be divided into two parts;

1. Security education during the period spent ^{readily acquired} by personnel in the Training School proper. This shall include

A study of AR 380-5

The showing of the security films

"Next Of Kin"

"Safeguarding Military Information"

and others that may become available.

A series of two or more hour lectures to the entire class with a question and answer period following the last lecture.

2. Security education during the time spent in "On The Job" training. This shall include

An interview, individually, with the Branch Security Officer.

One or more lectures on specific Branch security problems.

3. Periodic refresher lectures to all Branch personnel stressing both general and Branch security.

b. A Branch Security Officer shall be designated within each Branch. He shall be delegated with the following duties:

1. He shall assist the Post Security Officer in carrying out the administration and enforcement of the Post Security Policy within the respective Branches.

2. He shall plan, with the aid of the Post Security Officer, specific Branch security programs, and shall effectively administer these programs within his Branch.

3. He shall report all violations of security within his Branch to the Post Security Officer immediately, and shall assist the Post Security Officer in the investigation and prosecution of the violation.

e. Each civilian employee of Arlington Hall Station shall read and initial a copy of the Oath Of Secrecy at least once every six months, at a specified date, and shall again read and sign this oath upon termination of employment at this Station.

f. Operations Buildings A and B shall be RESTRICTED in entirety, and no units shall be set up in these buildings whose personnel ^{have} ~~are~~ ^{been} ~~not~~ cleared ~~upon~~ ^{after} Military Intelligence investigation.

g. A ^{general} Security publicity campaign shall be inaugurated ^{immediately} and shall continue indefinitely stressing the points of general security required at Arlington Hall Station. Branch security programs shall supplement this general program. Such a campaign shall include:

1. Posters - stress to be on humor,
2. Signs at strategic spots, such as entrance gates.

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3. Periodic guard checks at the entrance to buses, and in Buckingham, checking the wearing of badges outside of the Post.

4. Security talks by qualified speakers within the Branches or at larger gatherings.

h. ⁵ The security of ^{war Department} telephone conversations shall become the responsibility of the Officer or Key Civilian in whose name the telephone is listed. Posters shall be placed in all Pay Stations stressing security points.

i. Classified material shall be handled in the manner prescribed by AR _____ as far as possible. Where locked files are not available for all classified material, that material having the highest classification shall be considered first, and that of lowest classification last.

j. An allotment of funds and personnel shall be made available by the Commanding Officer for the efficient execution of the above stated Post Security Policy.

5. Individual security reminders such as ~~paper~~ pay envelope inserts, paper napkin slogans in ^{the} Cafeteria, security suggestion boxes etc

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2. For the purpose of developing and maintaining the quality of security-consciousness to the highest degree, certain security principles must be set up, which shall be known as the Post Security Policy.

a. A Post Security Officer shall be designated to serve under the direction of, and as assistant to the Post Intelligence Officer in the coordination of the post security program. It is deemed advisable that such an assignment shall be the sole duty of the officer designated, and that said officer shall perform the following functions:

- (1) He shall assist the Post Intelligence Officer in investigating and prosecuting breaches of security, both within and outside of the post.
- (2) He shall cooperate with the Provost Marshal in the enforcement of such physical security measures as are the responsibility of the Provost Marshal. He shall assist the Provost Marshal in investigations.
- (3) He shall make a detailed study of all problems relative to security at the present time, and shall maintain this study on a current basis at all times.
- (4) He shall administer this Post Security Policy.
- (5) He shall enforce such Post security measures as do not fall within the limits of (2) above.
- (6) He shall plan and administer an active security publicity campaign for the Post in general.
- (7) He shall provide assistance for the Branch Security Officers in planning specific Branch security programs, and shall coordinate with other Branches the materials and ideas originating in the specific Branch programs.

b. A Branch Security Officer shall be designated within each Branch. He shall be delegated with the following duties:

- (1) He shall assist the Post Security Officer in carrying out the administration and enforcement of the Post Security Policy and regulations within the respective Branches.
- (2) He shall plan, under the direction of the Post Security Officer, specific Branch security programs, and shall effectively administer these programs within his Branch.
- (3) He shall report all violations of security within his Branch to the Post Security Officer immediately, and shall assist the Post Security Officer in the investigation and prosecution of the violation.

c. Post Security Regulations shall be drawn up, and revised periodically. Such regulations shall be distributed to all personnel at Arlington Hall Station. These regulations shall include information relative to:

- (1) Identification badges
 - Types
 - Significance of badges
 - Wearing of badges
 - Security of badges - lost badges, forgotten badges
- (2) Entrance to grounds
- (3) Entrance to buildings
- (4) Relationship of Post personnel to Guards on duty
- (5) Classified material
- (6) Cameras
- (7) Restricted areas
- (8) Telephones
- (9) Car stickers
- (10) Questions and answers
- (11) Penalties for violation

d. Security education in the Training Program shall be divided into two parts:

(1) Security education during the period spent by newly acquired personnel in the Training School proper. This shall include:

- a. A study of AR 380-5.

- b. The showing of the security films, "Next of Kin," "Safeguarding Military Information," and others that may become available.
- c. A series of two or more hour lectures to the entire class with a question and answer period following the last lecture.

(2) Security education during the time spent in "On the Job" training. This shall include:

- a. An interview, individually, with the Branch Security Officer.
- b. One or more lectures on specific Branch security problems.

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e. Each civilian employee of Arlington Hall Station shall read and initial a copy of the Oath of Secrecy at least once every six months, at a specified date, and shall again read and sign this oath upon termination of employment at this Station.

f. Operations Buildings A and B shall be RESTRICTED in entirety, and no units shall be set up in these buildings whose personnel have not been cleared after Military Intelligence investigation.

g. A general Security publicity campaign shall be inaugurated immediately and shall continue indefinitely, stressing the points of general security required at Arlington Hall Station. Branch security programs shall supplement this general program.

h. The security of War Department telephone conversations shall become the responsibility of the Officer or Key Civilian on whose desk the telephone is located. Security shall be stressed in all pay station booths.

i. Classified material shall be handled in the manner prescribed by AR 380-5.

j. The Commanding Officer will implement this policy with the necessary allotment of funds and personnel for the efficient execution of the above stated Post Security Policy.