

ARMY SERVICE FORCES
Signal Security Agency
Washington 25, D. C.

SPSIS-4

10 July 1945

SUBJECT: Security Violations

TO: All Personnel, Personnel and Training Division

1. Several instances of recent security violations have been called to the attention of the Commanding General of this Agency.

2. The violations indicate a laxity on the part of all personnel in handling and dispatching classified material. It is imperative that this Agency and the working members of this Division thoroughly understand and appreciate their individual responsibilities in dealing with classified material. The following extracts from the Signal Security Agency Standing Operating Procedure, Correspondence Manual, and from Army Regulations, 380-5, are brought to your attention:

(Section V - Envelopes and Dispatching, page 23, paragraphs 75 to 78, inclusive, SSA, SOP, Corres. Manual.)

"75. Envelopes. - a. For outgoing correspondence, War Department "franked" envelopes for appropriate letterheads are provided.

- (1) If the correspondence or material is classified CONFIDENTIAL or higher, two envelopes, properly addressed, are necessary; the inner envelope only is marked with the proper classification.
- (2) For the proper method of addressing envelopes containing TOP SECRET material to the Office of the Chief Signal Officer, see Appendix B. For addressing TOP SECRET material to other agencies, the normal rules are followed.

b. For interoffice correspondence, Messenger Service Envelopes (Standard Form No. 65) are provided.

76. Address. - a. When correspondence is directed to activities outside the Signal Security Agency, the greatest care should be exercised in supplying correct and complete addresses. Block style and open punctuation are used, and abbreviations are prohibited, except where specifically authorized. Envelopes may be addressed to the attention of a head of a subdivision of an organization or an individual to speed routing

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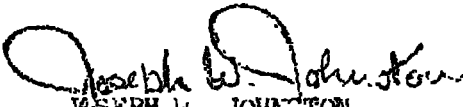
- b. In addressing interoffice correspondence using Messenger Service Envelopes (Standard Form No. 65), the appropriate mail room responsible for dispatching the correspondence to the proper office is clearly indicated in the next blank space provided on the envelope, and the previous address is marked out.
77. Internal Receipts. - W.D., A.G.O. Form No. 996 is the receipt provided and required to be forwarded with correspondence and material classified SECRET or higher addressed to offices outside the Signal Security Agency, except that addressed to offices in G-2 and Signal Intelligence Centers outside the continental limits of the United States which is handled in a special manner by the Signal Security Agency Mail Unit.
78. Dispatching. - All correspondence, with envelopes, is routed unsealed by the originating office to the mail room serving that office, for recording. It is the responsibility of the originating office to see that all correspondence and material classified CONFIDENTIAL or higher is covered with the appropriate cover sheet. The use of these cover sheets is encouraged to prevent unauthorized personnel from reading the correspondence, and indicates to personnel responsible for the mail that special care is required for the handling of the correspondence from a security standpoint."

(AR 380-5, paragraph 25.a.(4), page 12.)

- "25. Handling and transmission of secret matter. - a. Secret matter will be handled and transmitted in accordance with the following rules: * * * *

- (4) It is the responsibility of the commissioned officer or the civilian holding a position equivalent to that of a commissioned officer having custody of secret documents to ensure that all security precautions are taken to guard such documents at all times." * * *

3. All personnel are requested to give proper consideration to the handling and dispatch of classified material. Future violations of this nature will result in disciplinary action on the part of the offender responsible. There can be no excuse for failure to comply with existing security regulations. This is a responsibility of the individual and will be assumed and properly discharged.


 JOSEPH W. JOHNSTON
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