

DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D. C.

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AFSA ADMINISTRATIVE MEMORANDUM NO. 3849

Subject: Safe Combinations and Safe Security.

1. The procedure below shall govern safe security and the custody of safe combinations for AFSA activities located at Navy Communications Station. Instructions governing provisions of this memorandum for AFSA activities at Arlington Hall Station will be published in a subsequent memorandum.

a. Service regulations require that combinations of vaults, safes, and safe-type file cabinets shall be changed:

- (1) At least every six months.
- (2) Whenever anyone knowing the combination is relieved of assignment.
- (3) Whenever combinations become known to anyone other than those so authorized.

2. Personnel responsible for supervising the changing of vault or safe or safe-type cabinet combinations within their respective offices or organizations must either draw the vault or safe key (combination key), or request assistance from the Security Office (Room QD 104) in the changing of combinations, regardless of type.

3. The keys to regular key locked cabinets or improvised locking arrangements on ordinary safe cabinets will be secured in a three-way combination locked safe or file cabinet when not in use.

4. Branch Heads shall appoint sufficient qualified personnel within each office of the branch to be responsible for the proper securing of all classified material in suitable stowage and that all safes, safe-type cabinets, and locked cabinets are secured as follows:

a. In locking a dial lock the dial will be turned in but one direction at least four complete revolutions. Do not turn first to the left and then to the right, or vice versa, and do not spin the dial.

b. After closing the drawers and turning the dial, test each separate drawer by depressing the latch and attempting vigorously to open it, especially by shaking in short, quick, up-and-down movements as well as an outward pull.

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c. Keep loose papers and paper clips from becoming wedged behind drawers of cabinets.

d. Report defective lock mechanisms to the Security Officer (QD 104) at once. Do not use the container for classified papers until the mechanism has been repaired.

e. When locking cabinet with bar, be sure bar is put through each inclosure.

5. A log sheet will be posted on each combination-locked safe and on all other safes storing classified material which are used in lieu of such combination safes by the offices concerned. A record will thus be maintained as to the date, time and signature of the person opening, locking, and checking the locking of the safe. These log sheets will be signed by Branch Heads and turned in each week to the Security Office (QD 104) for review. These log sheets may be drawn from the Security Office or the Secretariat (Room 19-126).

6. When open and in use, all lockable safes and cabinets will bear red cards printed "OPEN." When the safes are closed and locked these cards shall be reversed so as to read, "CLOSED." These cards may be obtained from the Security Office (QD 104).

7. Combinations of safes, vaults and combination file cabinets shall be furnished the Security Officer in a sealed envelope for stowage by the Security Officer for use in emergencies. On the outside of each envelope containing a combination there shall be listed the names and badge numbers of all persons to whom the envelope may be issued. The Security Officer shall maintain a check-off system for the periodic changes of combinations.

8. Each safe, vault, and file cabinet shall have posted in a conspicuous place the names, home addresses and home telephone numbers of all ~~OR~~ personnel authorized access to the combinations of safes containing keys. Locked-type file cabinets containing unclassified material shall have a conspicuous sign to that effect placed thereon. Such notices shall be signed by chiefs of Offices, Divisions or Branches.

9. During holidays, week-ends, or in emergencies in which none of the persons having access to the combination can be reached, call the Communication Watch Officer (Ext. 414) who will obtain the desired combination from the Security Officer's safe for delivery only to personnel whose name

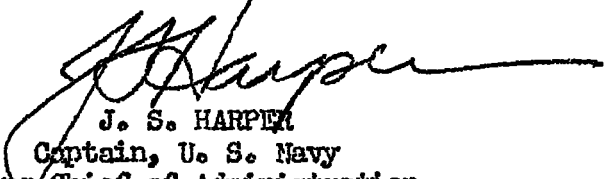
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appears on the envelope containing the combination. In each case where this action becomes necessary, a report of the circumstances shall be made to the Security Officer. Each time such action is taken, the combination shall be changed.

FOR THE DIRECTOR, AFSA:



J. S. HARPER
Captain, U. S. Navy
Acting Chief of Administration

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