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SECURITY INFORMATION  
NATIONAL SECURITY AGENCY  
Washington 25, D. C.

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NSA MEMORANDUM  
NUMBER 120-32

9 March 1953

THIS MEMORANDUM BECOMES EFFECTIVE 1 APRIL 1953 AND WILL  
REMAIN EFFECTIVE UNTIL 1 APRIL 1954 UNLESS SOONER RESCINDED  
OR SUPERSEDED

NATIONAL SECURITY AGENCY VISITOR CONTROL SYSTEM

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SECTION I

Purpose and Scope - This memorandum implements provisions of NSA Security Manual, Chapter III, sub-section 309.11 and Chapter IV, sub-section 405.6. It prescribes regulations and procedures governing the NSA Visitor Control System for NSA installations at Arlington Hall Station, the Naval Security Station, and the NSA School. The Chief, Security Division, in accordance with the reference, is charged with the responsibility of administering the visitor control system prescribed herein and for establishing a main visitor control office in Room 112, Building 17, Naval Security Station, and sub-offices in Room 1036, Building "B", Arlington Hall Station, and Room 101, Building 1, NSA School, respectively.

SECTION II

1. Definitions - Visitor: Any person not employed by or assigned to NSA and any person who is not in a regularly authorized liaison or consumer status who may require access to NSA spaces. Uncleared personnel from the NSA School and wearers of the "uncleared" NSA non-photo badge shall be processed as visitors if they require access to Arlington Hall Station or the Naval Security Station.

Declassified and approved for  
release by NSA on 12-19-2014  
pursuant to E.O. 13526

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2. Privileged Visitor: Those visitors so designated by the Director and such other visitors whose service or other type clearances have been certified for access to NSA spaces and classified matter and who have received appropriate indoctrination. Unless indoctrination has been administered, the privileged visitor requires an escort.
3. Escort: Any individual whose clearance has been certified by NSA and who has been appropriately indoctrinated.

SECTION III

1. Procedure for Requesting Approval of Visit to NSA Spaces - When requesting approval for a visitor's entry to NSA spaces, NSA Form No. 1460 (Visitor Request) shall be used except as noted below. The requester shall complete Item No. 1 of the form for each visitor concerned and forward it to the Chief, Physical Security Branch, Security Division.
2. Normally, sufficient advance notification should be given to the Physical Security Branch before the actual visit. In emergency cases, the notification may be made by telephone to the visitor control office or sub-office (Ext. 60255 at the Naval Security Station; Ext. 532 at Arlington Hall Station; Ext. 66170 at the NSA School) and later confirmed by submission of the completed Visitor Request Form to the Physical Security Branch. In all cases, NSA Form No. 1464 (Visitor Receipt) will be initiated by Physical Security Branch personnel. In all cases, the Visitor Receipt Form must be carried by the escort (or respective escorts) and further information added as indicated thereon.
3. Visit requests will be classified according to the classification of the information contained therein.
4. In all cases, the visitor control office or sub-office shall notify the requester by telephone of the action taken on his request.
5. Request for visits are not required for applicants for NSA employment. Regulations of Arlington Hall Station and the Naval Security Station apply in these cases. Requests need not be filed for persons entering the NSA School for interview by the Personnel Interview Branch. In both of these categories, however, escorts are required.

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SECTION IV

1. Visitor Control Log - All visitors shall register in a visitor control log. Such logs shall be maintained on a twenty-four hour basis ending at 2400.
2. At Arlington Hall Station, the visitor control log shall be prepared in the Security Office, Room 1036, "B" Building.
3. At the Naval Security Station, the log shall be prepared at the main gate house and forwarded daily to the Security Office, Naval Security Station, through the Chief, Physical Security Branch, Security Division.
4. At the NSA School, the log shall be prepared as directed by the Commandant, NSA School, and delivered to the visitor control sub-office at that location, daily.
5. The visitor control log shall contain the following information:
  - a. Name
  - b. Representing
  - c. Activity or person to be visited
  - d. Purpose or classification of visit
  - e. Visitor's signature
  - f. Badge number
  - g. Time in and out

SECTION V

Escorts - The visitor control office and sub-offices shall provide NSA escorts for all visitors and for such privileged visitors as require escort. In the latter case, and as a matter of courtesy, escorts may be provided by the activity or person visited, if desired. At NavSecSta visitors to NSA will not be required to register at the quarterdeck. Upon completion of a visit, or when a visitor is to go from one activity to another, the official or individual having custody over him may call the visitor control office (or sub-office) for an escort or may himself furnish the escort. The person last visited prior to the visitor's departure shall certify on NSA Form No. 1464 whether or not a property pass is required. In case a property pass is required, the person authorized

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to issue same within the activity visited shall issue a one-time property pass; in his absence, the visitor shall be escorted to the visitor control office or sub-office for this purpose. In case debriefing is required, the visitor shall be escorted to the appropriate visitor control office or sub-office immediately prior to departure.

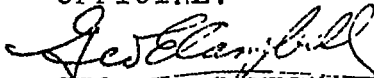
SECTION VI

1. Service Support - Army. Arlington Hall Station will provide escorts from the main Arlington Hall Station gates to the main gate of the "B" compound (and the reverse upon departure). The guard at that gate will call the visitor control sub-office (Ext. 532) for an NSA escort. The NSA escort will receive the visitor and furnish him an appropriate NSA badge. The visitor will then be escorted to the visitor control sub-office for logging and for such indoctrination and debriefing instructions as may be required; thence, to his destination. Prior to departure, the visitor will be returned to Room 1036, "B" Building, for such debriefing as may be required before logging out. When logging out is completed, the visitor will be escorted to the main gate of the "B" compound where he will surrender his NSA badge to the NSA escort. The Arlington Hall Station guard shall accomplish the remaining processing in accordance with station regulations.

2. Navy. At the Naval Security Station, all NSA visitors will enter via the main gate house. The Navy NCO on duty will call the visitor control office (Ext. 60255) to announce arrivals and request escorts. Upon identification, he will issue appropriate badges. NSA visitors will not be required to stop at the station Officer-of-the-Day desk (Quartermaster) but will be escorted directly to the Personnel Security Branch (Room 17-103) for such indoctrination and debriefing instructions as may be required and thence to their destinations. If indoctrination is not required, they will be escorted from the main gate house directly to their destinations. If debriefing is required, it will be accomplished at the visitor control office immediately prior to departure. Exits will be accomplished and badges surrendered at the main gate house.

BY COMMAND OF MAJOR GENERAL CANTINE:

OFFICIAL:

  
GEO. E. CAMPFELLE  
Colonel, AGC  
Adjutant GeneralALFRED R. MARCY  
Colonel, US Army  
Chief of Staff

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