

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

*Capt Lane*  
*Miss Jones*  
*For Compliance*

16 January 1952

~~RESTRICTED SECURITY INFORMATION~~AFSA MEMORANDUM NO. 120-25/1

SUBJECT: Security of Equipment used for Storage of Classified Material

1. AFSA Memorandum No. 120-25(202-50) 29 November 1950 and Appendix 1, 30 August 1951, are hereby superseded. The procedures and standards set forth herein shall govern the use of vaults, safes, and safe cabinets and the custody of safe combinations for all components of AFSA.

2. Each vault, safe, and safe cabinet having a combination lock has been assigned a Security Control Division File number for identification. When present equipment is moved or when new equipment is acquired, Physical Security Branch will be notified immediately so that records may be kept up to date.

3. Each combination will be changed:

- a. At least every six (6) months.
- b. Whenever anyone knowing the combination is removed from assignment. A person who has had access to a combination is presumed to know it.
- c. Whenever the combination becomes known to anyone not authorized to know it. A person who has had access to a combination is presumed to know it.

4. Combinations will be furnished to Physical Security Branch in sealed envelopes, (Safe and File Combination Record - PRNC-NCSW 365) for use in emergencies. The Security Control Division File Number assigned to the equipment will be inserted on the top line of each envelope, and a list of the names and badge numbers of persons to whom the envelope may be issued will be written in the space provided.

5. The keys to key-locked and bar-locked cabinets will be stored in combination-locked safes or cabinets.

6. Whenever the combination of a safe is needed, it may be obtained from the Physical Security officer or the Security Watch officer. The envelope containing the combination will be given only to the Director, Deputy Directors, Chief of Staff, Staff Duty Officers or any person whose name appears on the envelope.

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7. Responsible Chiefs and Heads of organizational units will insure that the instructions listed below are understood and followed by all persons in their units who are responsible for locking and checking safes and cabinets.

a. When a combination lock is being locked, the combination dial should be turned in one direction at least four (4) complete turns. It should not be turned one way and then the other, and IT SHOULD NOT BE SPUN RAPIDLY.

b. Before a safe-cabinet is locked, all drawers must be completely closed. After the combination is turned, the locker should check by depressing the latch of each drawer and attempting vigorously to open the drawer.

c. When a cabinet is being secured with a bar lock, the locker should insure that the bar is put through all fasteners and that the padlock is completely closed and locked.

d. When a cabinet of any type is being secured, care should be taken to insure that loose papers, paper clips, etc., do not become wedged behind drawers or in the drawer tracks.

8. Each piece of equipment used to store classified matter will bear, posted in a conspicuous place, a list of the names, home addresses, and home telephone numbers of all persons authorized to open the equipment and use its contents.

9. A Security Record Certificate will be posted on each piece of equipment used for the storing of classified material and on each door to a room which has been declared a restricted or secured area. On this sheet will be recorded the date and time of each opening, locking, and checking of the equipment or door and the signature of the person who performs the function. When these sheets become completely filled, they will be signed by the chief or head of the organizational unit concerned and forwarded to Physical Security Branch for review.

10. Each piece of equipment used for the storage of classified material will, when open and in use, bear a red card with the print legend "Open". When it is closed and locked the card will be reversed to reveal the legend "Closed".

11. Each equipment used to store only unclassified material will bear a legend to that effect signed by the appropriate unit Chief or Head.

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12. All forms, cards, and envelopes prescribed in this memorandum may be obtained from the Publications and Reproductions Branch of the Adjutant General's office.

FOR THE DIRECTOR:



GEO. E. CAMPBELL  
Colonel, AGC  
Adjutant General

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