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

AFSA-11

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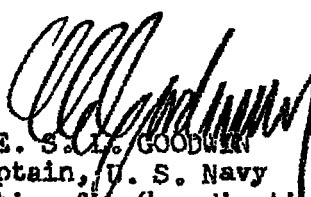
12 February 1951

AFSA MEMORANDUM NO. 10-37

SUBJECT: Special Safeguards for JCS Papers

1. The inclosure is published for information and compliance.

FOR THE DIRECTOR, AFSA:

  
E. S. L. GOODWIN  
Captain, U. S. Navy  
Executive for Coordination  
and Compliance

## DISTRIBUTION I

INC: Copy of JCS Policy  
Memo. No. 39 (directive only)  
2nd Revision, 7 Feb 1951~~RESTRICTED~~

DIRECTIVE

TO ALL COMMITTEES AND AGENCIES OF THE JOINT CHIEFS OF STAFF

SUBJECT: Special Safeguards for J. C. S. Papers Containing Highly Secret Information.

1. To avoid infringement upon or abridgement of the statutory responsibilities of the Joint Chiefs of Staff as the principal military advisors to the President, the National Security Council, and the Secretary of Defense, and as a matter of insuring the security of J. C. S. papers, the distribution of such papers will not be made to any agency not under the jurisdiction of the Joint Chiefs of Staff or of the Service members thereof, except as may be specifically agreed by the Joint Chiefs of Staff. The J. C. S. committee and agency papers, including supporting data in preparation thereof, prepared for consideration of or intended for action by the Joint Chiefs of Staff will also be handled in accordance with the above procedure.

2. The security of the J. C. S. papers containing highly secret information is a matter of concern. Agencies of the Joint Chiefs of Staff within their respective organizations are charged with the safeguarding of and shall employ every suitable measure to insure the security of such papers. Special care shall be taken in the distribution within the J. C. S. agencies of papers of this type which shall be limited to officers and clerks who must know the contents thereof. Whenever possible such papers shall be separated into sections or extracts of lower classification for use as necessary by lower echelons in the Departments of the Army, the Navy, and the Air Force, and authorized agencies requiring access to limited portions of the papers. Distribution to agencies outside the Military Departments will be only as provided for in the approved recommendations of the paper concerned. The distribution of sections or extracts of such papers within the Military Departments is a responsibility of the individual Chiefs of Services.

3. When information from J. C. S. papers in addition to that specified above is required by activities of the Military Departments other than the offices of the Chiefs of Services and the Commanders under the Joint Chiefs of Staff, such information will normally be recast into the ordinary correspondence form of the Service concerned. It will be so phrased that the recipients will clearly understand it without reference to J. C. S. papers as such. The actions of the Joint Chiefs of Staff should be referred to by such phrases as "On 20 October 1950 the Joint Chiefs of Staff approved (requested) (directed)..."

4. Distribution by the Services of joint war plans and joint outline war plans will be made in a registered document status on a "need to know" basis in accordance with Policy Memorandum No. 74. Distribution of these plans to commands and agencies outside the offices of the Chiefs of Services and the Joint Staff will be made only as specifically approved by the Joint Chiefs of Staff.

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5. J. C. S. messages are considered to be personal communiques between the Joint Chiefs of Staff and commanders and heads of agencies under the Joint Chiefs of Staff; and, as the context of such messages cannot be evaluated properly without knowledge of the existing relationships and personal understandings, distribution of such messages will be limited within the J. C. S. Organization and the three Services to a strictly "need to know" basis as may be determined by the Joint Chiefs of Staff or the individual members thereof.

6. The intent of this policy is to maintain the security of our most highly classified military policy and planning papers, and also to avoid the tendency to develop a supra-departmental type of military correspondence other than that originated by the Secretary of Defense.

Enclosure with AFSA  
Memorandum No. 10-37

JCS Policy Memo 39  
2nd Revision

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