

DISPOSITION FORM

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~~SECRET SECURITY INFORMATION~~

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FILE NO.	SUBJECT
	AFSA Emergency Check List

TO	FROM	DATE	COMMENT NO. 1
Director Chief of Staff Deputy Director, Intelligence Deputy Director, Communication Security Deputy Chief of Staff for Field Support Comptroller Consultant Inspector Adjutant General Chief, Communications Division Chief, Training Division Chief, Personnel Division Chief, Security Control Division Chief, Logistics Division Chief, Office of Operations Chief, Office of Research and Development Chief, Office of Communication Security	Chief, Plans and Policy Division	25 Sep. 1952 Miss Walther/60532/mah	

1. A review of the AFSA Emergency Check List indicates that subject list can be downgraded to SECRET. To facilitate change in classification, the Check List has been reproduced.
2. It is requested that all copies of AFSA Emergency Check List bearing TOP SECRET Classification be destroyed by burning.
3. The classification of the individual Office and Staff Division Check Lists, when not a part of the AFSA Emergency Check List, should be based solely on the content of each list. It is requested that this policy be followed when forwarding to the Plans and Policy Division revised Office and Staff Division Check Lists or changes thereto.
4. Downgrade to RESTRICTED when Inclosure is removed.

*Copy # 8, dtd 25 April 52
destroyed*

Russell H. Horton
 RUSSELL H. HORTON
 Lt. Colonel, Signal Corps
 Assistant Chief,
 Plans and Policy Division

Inclosure - 1
 Cy. No. 1
 AFSA Emergency Check
 List, 25 Sep 1952

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COPY NUMBER 8

AFSA EMERGENCY CHECK LIST

RESPONSIBLE OFFICER - ADJUTANT GENERAL

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Start a 7 day work week within the Adjutant General's office with personnel rotated according to prepared schedule.	Personnel Division
2	Start daily microfilming of important documents for forwarding to depositories for safekeeping.	Director Deputy Directors Training Division Logistics Division
3	Requisition personnel for liaison office at Arlington Hall Station	Personnel Division Logistics Division Office of Operations

Adjutant General
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AFSA EMERGENCY CHECK LIST

RESPONSIBLE OFFICER - CHIEF, PLANS AND POLICY DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Initiate, through USCIB Coordinator channels, any changes required in foreign liaison contacts of AFSA and the Service Cryptologic Agencies.	Office of Operations SUSLO LOCUS
2	Review existing Joint Chiefs of Staff war and mobilization plans in the light of the specific emergency and recommend required action.	
3	Provide the Services with AFSA mobilization requirements from information at hand.	Services

Plans and Policy
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AFSA EMERGENCY CHECK LIST

RESPONSIBLE OFFICER - CHIEF, COMMUNICATIONS DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Implement planned internal administrative procedures.	
2	Procure necessary control lines and communication channels to maintain sufficient facilities for operational requirements.	
3	Procure communications channels to new sites of evacuated intercept stations.	

Communications Division
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AFSA EMERGENCY CHECK LIST

RESPONSIBLE OFFICER - CHIEF, TRAINING DIVISION

<u>ITEM</u> <u>NO</u>	<u>ACTION</u>	<u>AFFECTED</u> <u>ORGANIZATION</u>
1	Review and implement program for safe-guarding AFSA interest in captured documents and equipment and in prisoner of war interrogations.	Office of Operations Plans and Policy Division ASA NSG AFSS

Training Division
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RESPONSIBLE OFFICER - CHIEF, PERSONNEL DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Submit to each Service requisitions for military personnel to meet initial requirement for mobilization T/D.	Plans and Policy Division ASA NSG AFSS
2	Request that Parent Services cancel immediately all authorized absences of military personnel.	Services
3	Request expanded cafeteria service for 3 shifts, 7 days a week.	ASA NAVSECSTA
4	Request expanded medical service for ASA and NAVSECSTA.	ASA NAVSECSTA
5	Request that a joint agreement be formulated on release of civilian personnel between AFSA and Army Map Service, State Department, Naval Research Laboratory, David Taylor Model Basin, and cryptologic and intelligence agencies not listed herein.	

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RESPONSIBLE OFFICER - CHIEF, SECURITY CONTROL DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Establish 24-hour shift until such time as it is determined that the AFSA duty officer can handle all business outside of normal working hours.	
2	Forward letters to Commanding Officers, Arlington Hall Station and Naval Security Station requesting increased protection by sentries.	AHS NAVSECSTA
3	Remove security patrol from all areas in which 24-hour shifts have been established, releasing all possible members to their organizations.	All elements
4	Institute a 7 day work week for the Security Control Division coordinated with shift schedules of other administrative and operating offices.	All elements

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Division
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RESPONSIBLE OFFICER - CHIEF, LOGISTICS DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Take all possible actions to accelerate the production of equipment under current procurement, which has been designated by using AFSA organizations as essential to operations that must be taken.	Office of Operations Office of Research and Development Office of Communications Security Appropriate Contracting Officer Contractors Munitions Board NPA ASA) Thru Naval Security) Appro- Group) priate AFSS) Offices
2	Immediately submit to appropriate procurement agencies and appropriate Service Depots, procurement actions for increased requirements of major items of supply and equipment predicated upon revised stock levels as determined through liaison with using organizations.	Office of Operations Office of Research and Development Office of Communications Security Appropriate Procurement Agencies Sources of Supply
3	Initiate expediting action to CO, NAVSECSTA CO, AHS; and CO, 6969th Armed Forces Security Squadron for any additional military or commercial transportation support required.	All AFSA Components NAVSECSTA AHS 6969th Armed Forces Security Squadron

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RESPONSIBLE OFFICER - CHIEF, LOGISTICS DIVISION

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
4	Initiate action necessary to provide additional power required by AFSA components.	Office of Operations Office of Research and Development Office of Communications Security NAVSECSTA AHS

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RESPONSIBLE OFFICER - CHIEF, OFFICE OF OPERATIONS

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Start the Special Identification Techniques Group watch list providing for 24-hour operation, 7 days per week.	
2	Start the Machine Division watch list providing for 24-hour operation, 7 days per week.	
3	Machine Division will have Logistics Division notify International Business Machine Corporation to implement priority orders already placed.	Production Procurement Branch, Logistics Division
4	In General Processing Division commence multiple shift operations or post operational watches in head office and branches according to prepared schedules.	
5	Emergency Action Committee of General Processing Division will meet to review its plans and recommendations in the light of the specific emergency situation.	
6	Start 24-hour duty watch in Special Processing Division with personnel rotating according to a prepared plan on evening and midnight shifts for next seven days.	

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RESPONSIBLE OFFICER - CHIEF, OFFICE OF OPERATIONS

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
7	In Publications and Documents Division go into 7 day operation consisting of full-strength day shift and part strength evening and midnight shifts according to prepared schedules.	
8	Publications and Documents Division will initiate action to remove cryptologic materials to Crane Emergency Storage Depot.	
9	General Exploitation Division will implement a 24-hour duty watch with personnel rotating according to a prepared schedule.	
10	Weather Exploitation Division will implement a 24-hour duty watch with personnel rotating according to a prepared schedule.	
11	Start the Intercept Control Division watch lists providing for 24-hour operation, 7 days per week.	
12	Intercept Control Division will release messages to intercept stations in continental United States, directing increased coverage of a spectrum search for clandestine transmissions to and from United States.	Z.I.Stations

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RESPONSIBLE OFFICER - CHIEF, OFFICE OF OPERATIONS

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
13	Plant Engineering Division will determine from Office of Operations, Intercept Control Division and appropriate Service Cryptologic Agencies whether there is immediate necessity for establishment or relocation of intercept facilities, and initiate appropriate action with respect to engineering plans and equipment.	Intercept Control Division ASA AFSS NSG GCHQ CENRC
14	Plant Engineering Division will obtain as soon as possible information on use of new or different types of transmissions, and unexpected increases in existing types.	Intercept Control Division Traffic Analysis Branch General Processing Division
15	Plant Engineering Division will review priorities assigned to tasks for intercept equipment and recommend necessary revisions.	Intercept Equipment Division, Office of Research and Development
16	Plant Engineering Division will review the production procurement for intercept equipment and take appropriate action to expedite the delivery of urgently required equipments.	Production Procurement Branch, Logistics Division

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AFSA EMERGENCY CHECK LIST

RESPONSIBLE OFFICER - CHIEF, OFFICE OF RESEARCH AND DEVELOPMENT

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Release dispatches to USN-21 and USN-22 directing these Field Research Stations to augment their non-morse spectrum searches. (Includes telephony and facsimile).	USN-21 USN-22
2	Direct Division Chiefs to place stand-by duty lists of key personnel into effect and put Office of Research and Development duty list into effect.	Personnel Division Security Control Division
3	Sign requests to BuShips (Code 855) or SIGPO, directing contractors concerned to proceed with crash (AAA) production of vitally required analytical equipments.	BuShips SIGPO Contractors
4	Direct SIGPO and BuShips to notify contractors to proceed with accelerated production of additional equipments according to priority lists.	Office of Operations Office of Communi- cations Security AFSAT
5	Start accelerated local production programs of equipments according to prepared priority assignments.	Office of Operations Office of Communi- cations Security AFSAT
6	Direct Crypto Machine Division to implement maintenance program to conform to related Office of Operations operating program.	Office of Operations

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RESPONSIBLE OFFICER - CHIEF, OFFICE OF COMMUNICATION SECURITY

<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
1	Make immediate decision on use of equipment existing and under development and take necessary action to accelerate development, procurement, modification, and production as required in accordance with prepared list.	ASA NSG AFSS Office of Research and Development Logistics Division BuShips
2	Make decision on use of pads, codes, key lists and other printed keying material and take necessary action to expedite production as required in accordance with prepared list.	Plans and Policy Division ASA NSG AFSS CAN-UK-US (JCEC)
3	Take action necessary to increase production of various keying materials required.	Logistics Division Office of Research and Development Comptroller Plans and Policy Division
4	Establish an Expansion Control Group to monitor, coordinate and supervise allocation of personnel, space and facilities in connection with over-all expansion program.	Plans and Policy Division Personnel Division Logistics Division Comptroller

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<u>ITEM NO</u>	<u>ACTION</u>	<u>AFFECTED ORGANIZATION</u>
5	Obtain from the three Service Cryptologic Organizations statements of their revised requirements.	Plans and Policy Division ASA NSG AFSS
6	Institute requisitions for supplies, materials, equipments necessary to expand production of keying materials, spare parts, modified equipments, etc.	
7	Take any necessary remaining action to obtain AFSA-owned reserve of all crypto-equipments.	Logistics Division Plans and Policy Division Comptroller

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