

DEPARTMENT OF STATE

ASSISTANT SECRETARY

DAS

November 20, 1943

MEMORANDUM

The recommendations of the special committee to investigate security of State Department communications as set forth in their report of June 29, 1941 and embodied in paragraph 7 of that report have been acted on in the Department of State as follows:

- (a) The classification of messages, RESTRICTED, CONFIDENTIAL and SECRET has been adopted (Departmental Order No. 992, October 29, 1941).
- (b) The redistribution of cryptographic systems has been effected in so far as possible.
- (c) Electrically operated cipher machines have been obtained and are now in use in ten important missions. Presently machines are being obtained for five more missions.
- (d) Effort has been made to furnish suitable combination safes for the storage of cryptographic paraphernalia, etc. Instructions have been issued as to the more frequent changing of combinations to safes. The practice which prevailed of advising the Department by card of the combination of safes of offices has been discontinued.
- (e) Departmental Order No. 992, October 29, 1941, put into effect the recommendation that classification of messages should be indicated by the drafting officer.
- (f) While no definitive regulations were drawn up governing the preparation, handling of, distribution, filing and the ultimate disposition of plain language versions of cryptographic messages for the guidance of all divisions within the Department and embassies, legations and consulates in the Field, nevertheless, various steps have been taken in the Department and in the Field along those lines and to create a more

security and secret mindedness in the personnel of the Department and correspondingly in the Field. To some extent these regulations have been enforced.

Secret book about 100 pages in all often missed very limited

(g) This recommendation has not been carried out as concerns career officers. However, a very large percentage of the clerical personnel who are appointed by the Department do receive limited training in cryptographic work in the Department.

(h) No stated measures have been taken to provide an inspection service for cryptographic operations in foreign countries. However, the Chief of the Division of Communications and Records was ordered to and did make an inspection of eleven offices in South America in November and December 1941. In most embassies and legations a Foreign Service officer has been designated as Security Officer and is charged with the responsibility of the enforcement of the rules and regulations.

DAS:mmm