Action 2

THRU:

Chief, Personnel and Training Division

Commanding Officer, Signal Security Agency

Control Analysis - Civilian Training School

7 March 1945

1. Comments in Action 1 have been carefully noted.

2. It is not believed by the Control Office that any change in the recommendations is warranted.

Earle F. Cook
Colonel, Signal Corps
SPSIS-1A, Ext. 303

1 Incl. n/e

FILE

INITIALS

Action 1

Control Officer

Major Frier

6 March 1945

Control Analysis - Civilian Training School

1. Reference is made to the Control Analysis Study of the Civilian Training School, Training Branch, which was referred to this office for comments.

2. The second action recommended is not feasible except in the case of employees whose probable clearance is doubtful. In these cases, the present procedure provides for an initial clearance by the Post Intelligence Officer before the employee is hired. If clearances were initiated prior to employment on those persons whose acceptability is apparently "safe", this organization would lose a number of recruits for the reason that they would not be willing to wait from three to four weeks before being placed on the payroll.

3. The third action recommended is not concurred in for the reason that the WAC officer referred to occupies a second lieutenant vacancy. She was promoted under Change 1, AR 605-12, which provides for the promotion of deserving second lieutenants who have served 18 months in grade and for whom no first lieutenant vacancy exists in the authorization. This situation was explained to both officers and, at their own request, the status quo is being maintained.

4. A representative from the Training School will be invited to participate in the regularly scheduled meetings of the Branch Personnel Officers. Also, Branch Personnel Officers will be invited to tour the Training School for the purposes of better coordination of the placement and the training programs.

Joseph W. Johnston
Lt. Colonel, Signal Corps
SPSIS-4, Ext 217

1 Incl. Staff Study, SPSIS-4B6

SPS 15-4B

1 March 1945

KEY PUNCH TRAFFIC ANALYSIS UNIT
6TH WING 'A' BUILDING

Step #5
Hand Punching:- Operators manually punch two cards for every message. Trailers are punched for additional information.

Step #6
Automatic Punching:- Cards similar to Step 5 are mechanically punched for each message with the exception of certain trailer cards which must be punched by hand. Hard copies reviewed by operators and errors are corrected by manual punching Tape is destroyed.

Step #7
Verifying:- The work of new punch operators and that with error over 10% is key-verified. Corrections are noted in pencil on the cards

Step #8
Listing.- All work not key-verified is proof listed Tabulating machine lists information punched

Step #9
Checking:- Proof lists are checked for correct card form, dates and time. Corrections are noted in pencil on the cards. Proof lists are destroyed.

Step #10
Correcting:- Key punch operators punch a new card for one in error. Operator compares old and new cards In case a card is missing operator refers to original material.

Step #11
Proof Tabulate:- Cards are tabulated and the machine checks card sequence In case of a missing card or digit the machine stops and the operator investigates the reason for the stop and makes corrections. When this step is completed the cards are in correct order.

Step #12
Consecutive Numbering:- A consecutive number is gang punched into each pair of cards to facilitate handling Material is then sent to machine unit for processing Original material is sent to B-II

1. Intercept T/A cards are reproduced and block # is punched.

2. Blocks sorted into correct date periods.

3. Control for deciphering is punched.

4. Control is sorted to prepare for obtaining Key.

5. Key file is merged with proper pilot card.

6. Operation is checked to insure that correct key is matched with cards.

7. Discriminant is deciphered and punched into pilot card.

8. Key cards are removed.

9. Trigraph garble deck is sorted in with pilot cards.

10. All cards for which there are no trigraphs are removed.

11. Trigraph is punched into pilot cards.

12. Trigraph cards are removed and plain discriminant cards are sorted in.

13. Plain discriminant trigraph is punched.

14. All cards are sorted as Hatsu.

15. Cards are merged with Hatsu meaning deck.

16. Hatsu meaning is gang punched.

17. Cards are reproduced on green cards to match against GAT file.

18. Green cards are merged into GAT file.

19. All dupes are removed from GAT file to prevent punching of message.

20. Match with pilot cards.

21. Gang punch DP into pilot cards and destroy green cards.

22. Pilot cards are now sorted on message numbers.

23. List for facsimile posting and send to 6th Wing.

24. Cards are collated with matching intercept T/A cards.

25. Significant information is gang punched into intercept T/A cards.