

HEADQUARTERS ARLINGTON HALL STATION

Office of the Commanding Officer
Arlington, Va.

SPSIS-2

22 February 1945

MEMORANDUM for Colonel Corderman

SUBJECT: Official Publications of Signal Security Agency,
Arlington Hall Station, and Second Signal Service
Battalion

I. DISCUSSION:

1. Problem: In order to issue official administrative publica-
tions of the Signal Security Agency, Arlington Hall Station, and Second
Signal Service Battalion in accordance with the reorganization of functions
outlined in SSA Standing Operating Procedure - Organization, 5 October
1944, a revision of existing official publications appears necessary. The
problem is to determine what plan will effect this change most efficiently
and orderly.

2. History: Arlington Hall Station Memorandum No. 54,
22 November 1944, is the basis for the present plan of official publica-
tions. (See Inclosure 1) Several problems were left unsolved when this
memo was published, and several others have since come to the fore as
follows:

- a. Signal Security Agency matters of administrative policy
or continuing nature.
- b. Signal Security Agency matters of an informative nature
or one-time application.
- c. Temporary travel orders.

3. Signal Security Agency Matters of Administrative Policy or
Continuing Nature: Such instructions are presently published in the
Arlington Hall numbered memorandum series and in Signal Security Agency
Operations Instructions. The latter are supposedly reserved for standing
instructions of a technical nature, while the Arlington Hall Station
numbered memorandums should be limited to Post policy. Therefore, when
administrative policy of the Signal Security Agency is concerned, no
proper medium of publication is available. A good example is Arlington
Hall Station Memorandum No. 54, 22 November 1944, itself. It is a
Signal Security Agency matter and should be published with a Signal
Security Agency heading.

Ind. 2

SPSIS-2
22 February 1945

4. Signal Security Agency Matters of an Informative Nature or One-time Application: Such instructions are presently published in the Arlington Hall Station unnumbered memorandum series, or in unnumbered memorandums under a Signal Security Agency heading. In the latter event, such publication is unauthorized by existing regulations but has been resorted to because of a lack of a better medium. An unnumbered memorandum from Headquarters, Arlington Hall Station should be limited to Post functions. Therefore, when Signal Security Agency items of information or one-time application are to be published, no proper medium of publication is available.

5. Temporary Travel Orders: Authority to issue temporary travel orders is delegated to the Signal Security Agency and the Second Signal Service Battalion. At present, Signal Security Agency travel orders are issued in Arlington Hall Station Special Orders (officers) and Letter Orders (civilians). It would appear more appropriate to issue these under Signal Security Agency heading.

6. Policy Concerning Publication of Instructions: It is highly desirable to keep the number and types of official publications at a minimum. It is also desirable that one office be held accountable for the proper administration and clearance of all official orders in order to maintain uniformity of publication standards. An order published by one medium should be amended or rescinded only by an order of the same type. Each order should be published in an established category. This necessitates control by only one office, with authority to act.

7. Administrative and Organizational Problems Involved in Any Change: The existing problems have arisen because of a lack of authorized administrative facilities within the Signal Security Agency at a level above the Division and Branches which would normally assume these publication responsibilities. The responsibility for official publications should be held in the Office of the Commanding Officer in a position comparable to an Executive Officer or Adjutant.

8. Conclusions:

a. That a reorganization of official publications between the Signal Security Agency and Headquarters, Arlington Hall Station is necessary.

b. That the responsibility for official publications be assigned to an existing or new position in the Office of the Commanding Officer, Signal Security Agency.

II. ACTION RECOMMENDED:

1. That the publications, their functions, and the authenti-

SPSIS-2
22 February 1945

cating offices contained in Inclosure 2 be approved.

2. That a position of Adjutant be constituted in the Office of the Commanding Officer, Signal Security Agency.

3. That responsibility for all official administrative publications of the Signal Security Agency be assigned to the Adjutant, Signal Security Agency.

III. CONCURRENCES:

In case of non-concurrence with "Action Recommended," comments should be added as an inclosure.

Adjutant, AHS _____

Adm. Officer _____

Chief, Pers & Tng Div _____

Control Officer _____

- 2 Incls:
Incl 1 - AHS Memo No. 54,
22 Nov 44
Incl 2 - List of official
publications

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Official Publications

<u>Type</u>	<u>Purpose</u>	<u>Headquarters</u>	<u>Authority</u>	<u>Authenticating Office</u>
Office Orders	Publication of orders concerning assignment of officers, and designation of personnel within the Signal Security Agency.	SSA	Commanding Officer	Adjutant, SSA*
Operations Instructions	A medium for dissemination of technical information and instruction to the operating branches and activities of SSA	SSA	Commanding Officer	Assistant Commandant, SSA
Numbered Memoranda	States matters of administrative policy or continuing nature of SSA.	SSA	Commanding Officer	Adjutant, SSA*
Unnumbered Memoranda	States matters of a current administrative nature or of one-time application of SSA.	SSA	Commanding Officer	Adjutant, SSA*
Numbered Letter Orders	Temporary travel of officer personnel of SSA and 2nd Sig. Serv. Bn; temporary travel of SSA civilian personnel; and transfer of officers between SSA and 2nd Sig. Serv. Bn.	SSA	Commanding Officer	Adjutant, SSA*
General Orders	Standing Regulations and Procedures concerning Post activities.	AHS	Commanding Officer	Adjutant, AHS
Headquarters Bulletins	Official and unofficial matters of current information or one-time application.	AHS	Commanding	Adjutant, AHS

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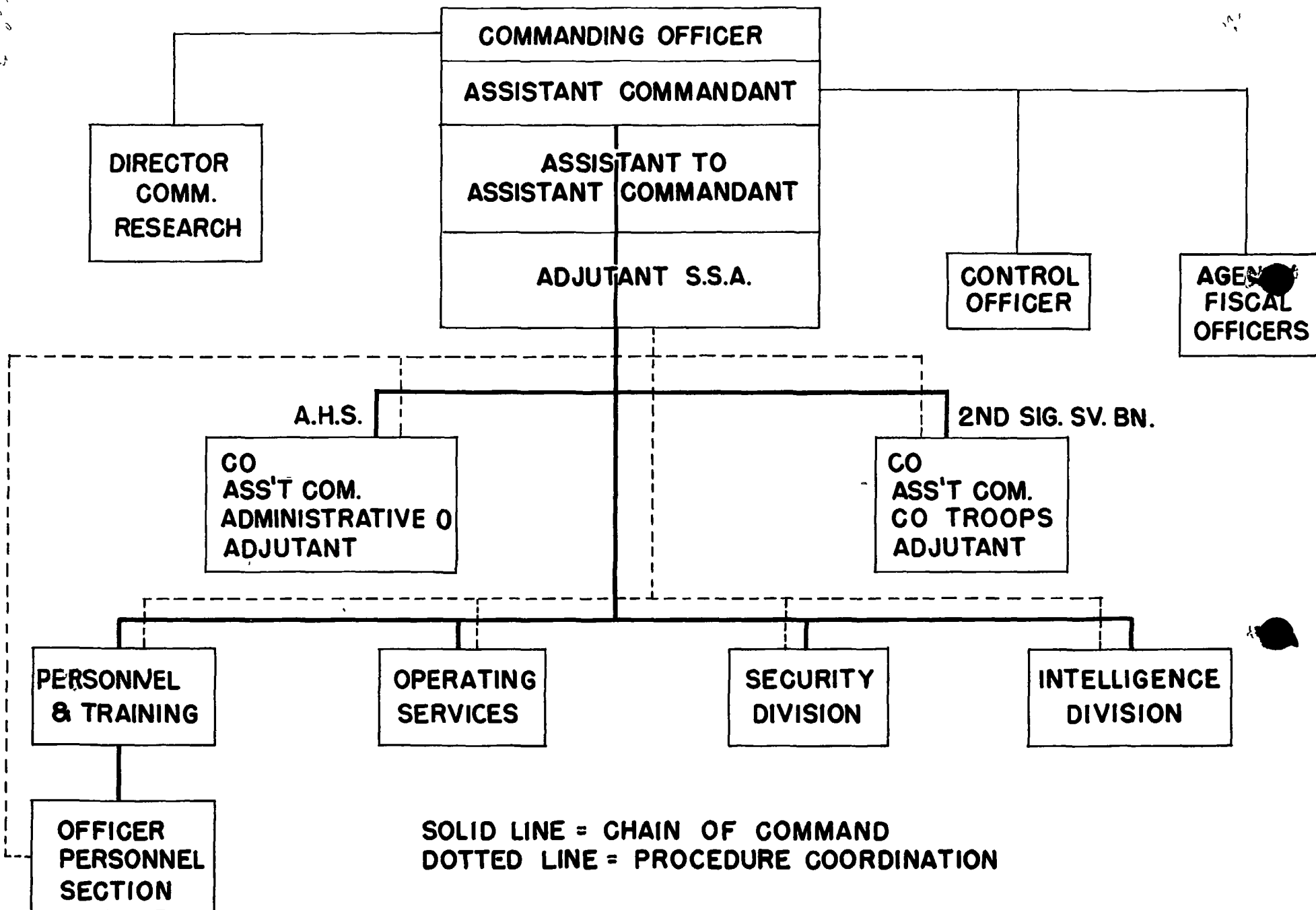
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<u>Type</u>	<u>Purpose</u>	<u>Headquarters</u>	<u>Authority</u>	<u>Authenticating Office</u>
Special Orders	Officer's leave, Post appointments, AHS Board of Officers, appointment of courts-martial, travel (when authority delegated), etc.	AHS	Commanding Officer	Adjutant, AHS
Special Courts-Martial Orders	Announces final action of Special Courts-martial.	AHS	Commanding Officer	Adjutant, AHS
Post Regulations	Compilation of all Regulations and Standing Orders concerning Post activities.	AHS	Commanding Officer	Adjutant, AHS
Special Orders	Includes data concerning transfer, promotion, awards, and discharges of enlisted personnel, and assignment and designation of officer personnel within the Battalion.	2nd Sig. Serv. Bn.	Commanding Officer	Adjutant, 2nd Sig. Serv. Bn.
Assignment and Transfer Memo	Assignment of enlisted personnel between companies and/or branches at Arlington Hall Station.	2nd Sig. Serv. Bn.	Commanding Officer	Asst. Adj., 2nd Sig. Serv. Bn.
Daily Bulletin	Includes items of current information such as Battalion events, duty officer assignments, extracts of current regulations and recreational and news events, for enlisted personnel.	2nd Sig. Serv. Bn.	Commanding Officer	Asst. Adj., 2nd Sig. Serv. Bn.

* See Section II, "Action Recommended," basic communication.

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1005



SOLID LINE = CHAIN OF COMMAND
DOTTED LINE = PROCEDURE COORDINATION