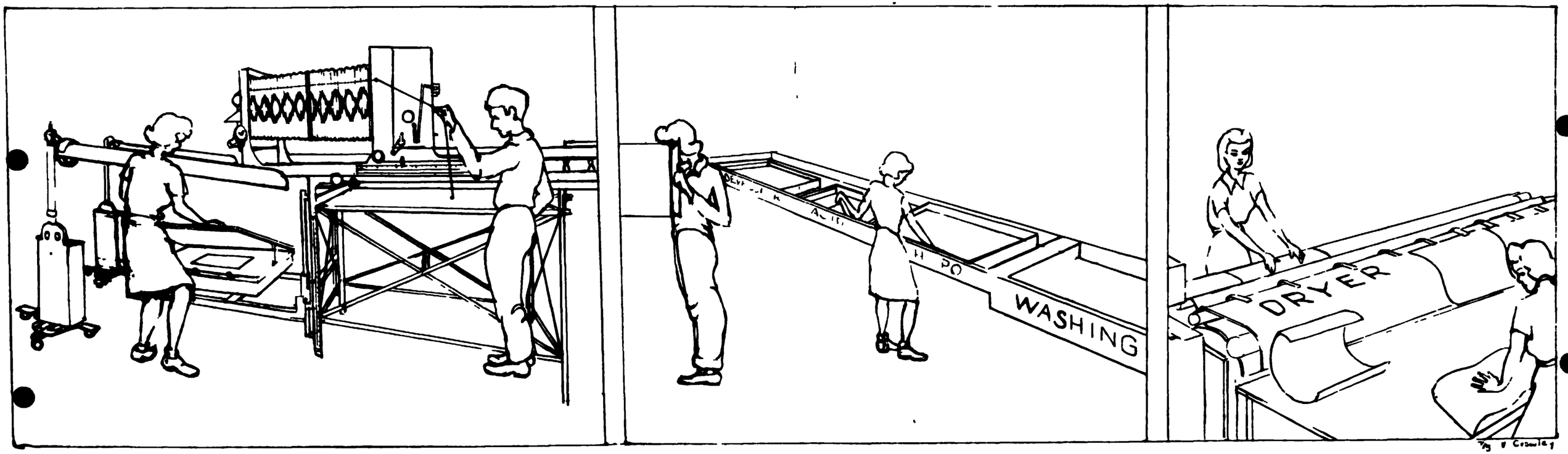
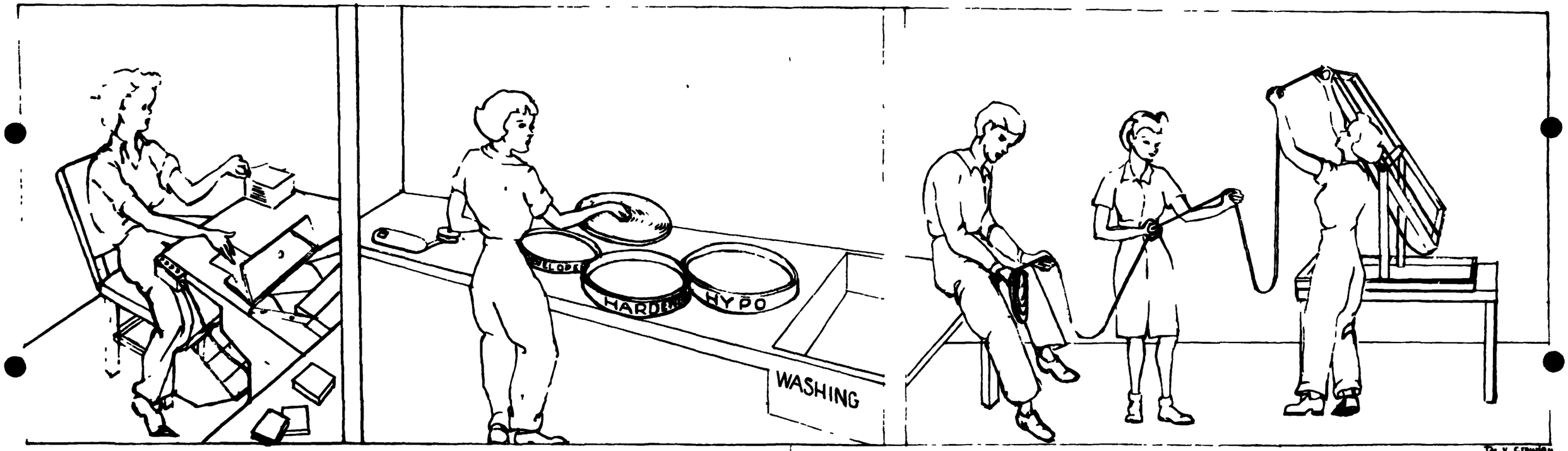
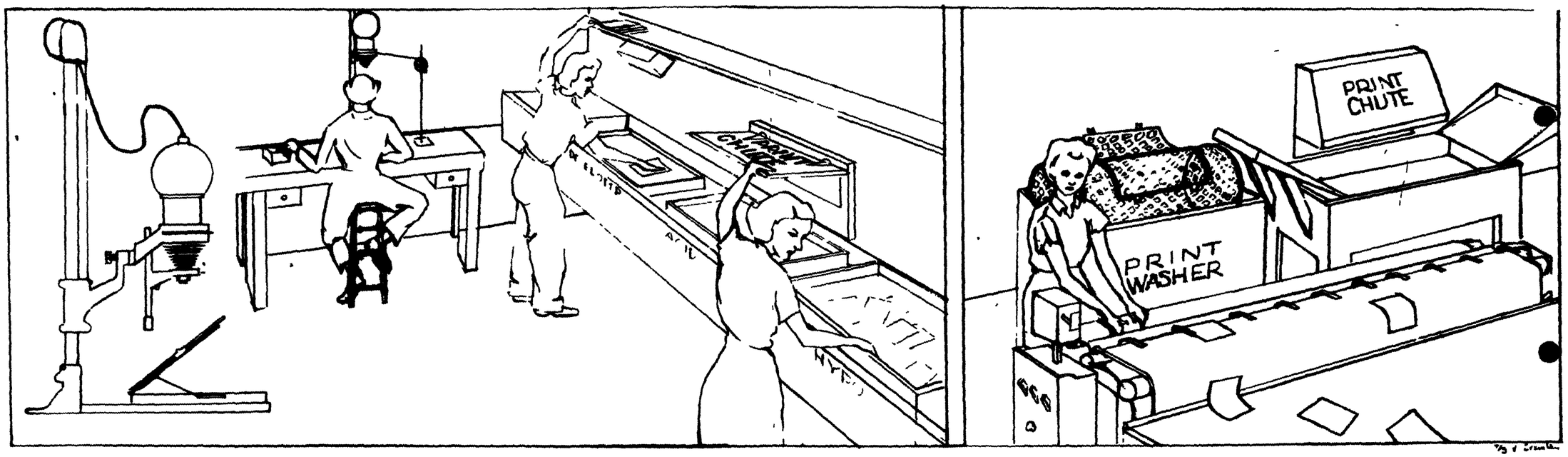


MAKING A PHOTOSTAT



RECORDAK CAMERA

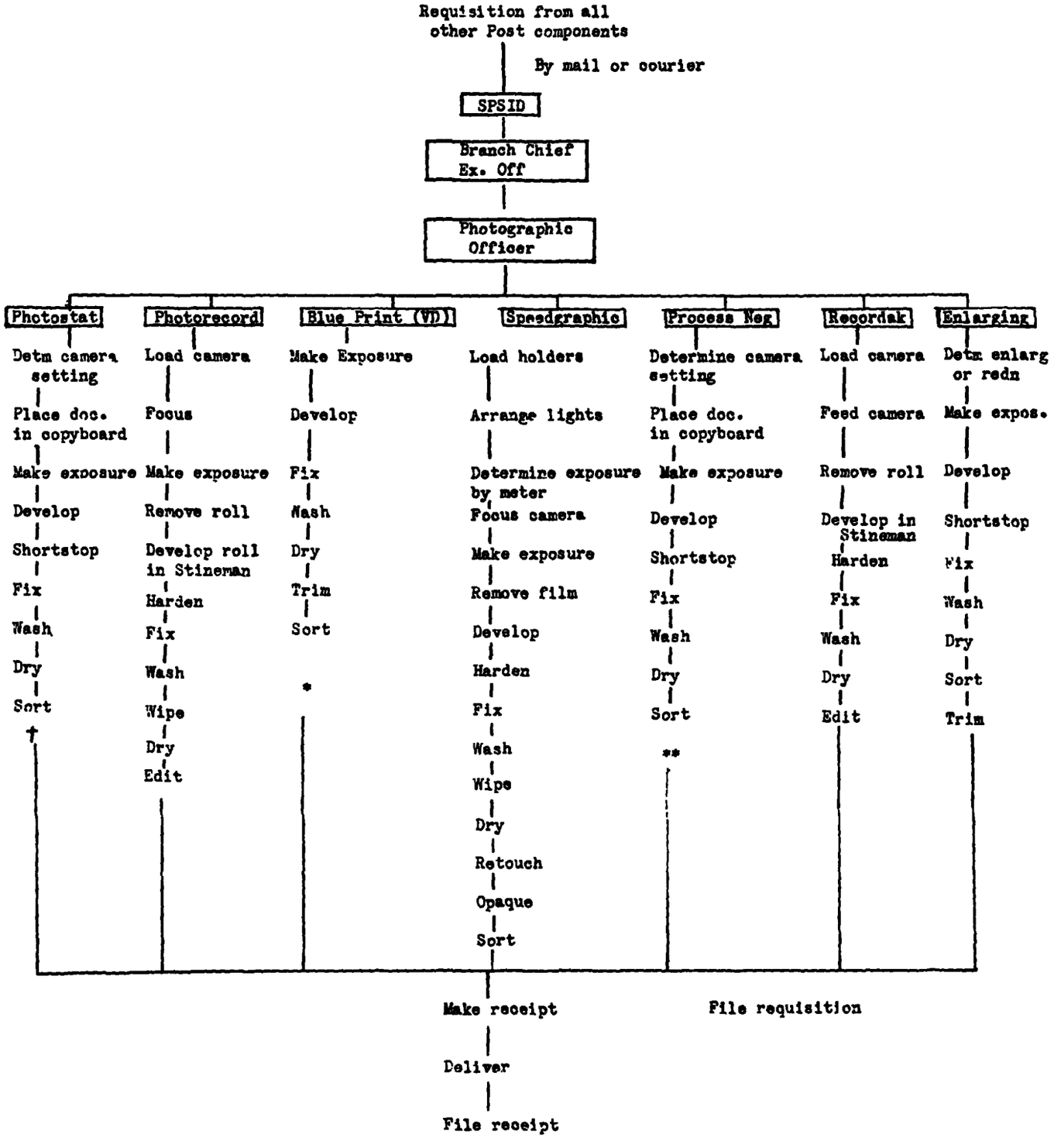
PROCESSING THE MICROFILM



MAKING AN "8 BY 10" PRINT

MAKING A MULTILITH NEGATIVE

FLOW SHEET OF OPERATIONS SPSID



† Photocopyist procedure is the same as photostat

* Brown line prints require the making of a negative by the above procedure and then the same procedure again in making the brown line print

** Halftone negatives require four (4) different exposures for each negative

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Circuit Number Check on Outgoing Messages

FORM TITLE: Send Number Sheets FORM NO. CWS-CO No 666

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 1 SETS PER 1

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Teletype Sub-Unit	Prepares - Files in permanent file for future reference.			1
		This form is needed in order to keep a station to station check of messages passing over a particular circuit during a 24 hour period. It is also needed for the purpose of keeping a constant check on numbered SS's and SO's.			

S E N T Number Sheets

CHANNEL NUMBER	FILING TIME	TIME REC'D TELETYPE ROOM	TRANSMISSION TIME	GRP CNT	OPR	TIME RC'D	TIME BC'D

SIS-SC Form No. 666
2 January 1945

W.D., A.G.O. Form No. 0703
(15 September 1944)

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Acknowledgement of Receipt of Outgoing Message by Addressee

FORM TITLE: AHS Message Center - Outgoing Message Receipt FORM NO SIS-SC No

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME 167 SETS PE

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITIO FORWARDS	DESTROYS
1.	Receiving Office	Prepares	1	
1.	Addressee	Signs name and time of receipt of message	1	
1.	Receiving Office	Placed in permanent file		
		This form is needed to protect the Message Center. When the addressee claims not receipt of the message the signed receipt is pulled from the file to prove delivery.		

AHS MESSAGE CENTER

OUTGOING MESSAGE RECEIPT

AS OUT No._____ ORIGINATOR_____

RETURNED TO_____

DATE TIME RETURNED_____

RECEIVED BY_____

RETURN IMMEDIATELY TO MESSAGE CENTER, A BLDG.

SIS-SC Form No. 647

20 July 1943

W.D., A.G.O. Form No. 0703
(15 September 1944)

_____OF_____

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: _____

FORM TITLE: _____ FORM NO. _____

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☐ VOLUME ___SETS PER___

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES

25-5512-30

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

_____OF_____

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: SPSID - 4

FORM TITLE: Receipt FORM NO._____

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME: ___SETS PER___

REMARKS: The receipts show the division of work between Branches, the material used within the Branch for production and wastage, and are evidence of the return of originals.

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Recording personnel	Prepare receipt	X		
1	Delivery personnel	Deliver completed work & receipt	X		
1	Originator of Requisition	Sign Receipt	X		
1	Delivery personnel	Return receipt to Branch			X
	- - - - - - - - - -	- - - - - - - - - - - - - - - - - -			
		Periodically			
1	Photographic Officer	Assign Recordaking job	X		
1	Operator (Enlisted)	Makes Recordak film			X

GENERAL

25-5512-30M

W.D., A.G.O. Form No. 0709
(15 September 1944)

____OF____

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: SPSID - 4

FORM TITLE: Photographic Requisition FORM NO._____

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME: ___SETS PER___

REMARKS: Requisition comes in from I & L by messenger from mail room, or by courier from G Branch, E-III, and BII as main sources. Others by mail.

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Branch Chief or Ex. Off.	Approval or disaporoval	X		
1	Photographic Officer	Assign job	X		
1	Operator (Enlisted)	** Perform necessary operaticns	X		
1	Recording Personnel	Make receipt			X
		Periodically			
1	Photographic Officer	Assign Recordaking job	X		
1	Operator (Enlisted)	Makes Recordak film			X

** Covered in Appendix 1

GENERAL

35-5512-30M

RESPONSIBILITIES AND FUNCTIONS OF THE TRAFFIC SECTION

1. Arranges for and operates such communications channels as may be required or directed between the Signal Security Agency and other points.

2. Operates and maintains a message center for the receipt, transmission, and cryptographing of the Signal Security Agency and special G-2 communications.

3. Operates and maintains an exchange service for recording incoming and outgoing intercept traffic received from United Kingdom sources and is responsible for certifying communications costs incident thereto.

4. Receives and records all incoming and outgoing mail, except cryptographic material, and provides mail service to, from and between the offices of the Commanding Officer, Assistant Commandant, Director of Communications Research, Control Officer, Arlington Hall Station, Second Signal Service Battalion, Chiefs of Divisions and Branches.

5. Maintains a messenger service and an officer courier service and prescribes mail messenger and courier procedure for the Signal Security Agency and Arlington Hall Station.

6. Procures, stores, and issues certain routine War Department publications dealing with technical operations of the Signal Security Agency.

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Circuit Number Check on Incoming Messages

FORM TITLE: Received Number Sheets FORM NO. SIS-SC No.659

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME. 7 SETS PER d

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Teletype Sub-Unit	Prepares - Files in permanent file for future reference.			
		Thic form is needed in order to keep a station to station check of messages passing over a particular circuit during a 24 hour period. It is also needed for the purpose of keeping a constant check on unanswered RQ's.			

RECEIVED Number Sheets

CRS

CHAN. NBR.	IDENTIFYING NBR.	GRP. CNT.	TITLE	OPR.	RQ.	B.Q.

CIS-SC Form No. 659
25 August 1944

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Master Logging of Incoming Messages

FORM TITLE: Arlington Hall Station Message Center - Incoming FORM NO. SIS-CC No 62

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME: 24 SETS PER d

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION FORWARDS	DESTROYS	FILE
1	Receiving Office	Prepares - Files in permanent file for future reference.			1
		This form is needed in order to keep in one place all pertinent facts about all incoming messages. This file is referred to constantly and is of the utmost importance in supplying prompt answers to questions concerning incoming messages.			

25-5512-

~~SECRET~~

ARLINGTON HALL STATION
MESSAGE CENTER
INCOMING

~~SECRET~~

AT	NR	ENT BY	MSG NR	DTG	POINT OF ORIGIN	PREC	CKT NR	SYS IND	S-S NR	SUBJECT	REMARKS (OR-CN)

AGE-00 Form No. 430
9 August 44

SECRET

PAGE _____ MONTH _____ YEAR _____

~~SECRET~~

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Control of Incoming Messages in the Code Room

FORM TITLE: Incoming Code Room Log Sheets FORM NO. SPS-SS No 62

TYPE OF FORM: STANDARD ☐ WD ☑ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☐ VOLUME 3 SETS PER 1

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION FORWARDS	DISPOSITION DESTROYS	DISPOSITION FILE
1	Code Room	Prepares - destroyed after completed		1	
		This form is needed to keep a constant control of incoming messages in the code room. It indicates to the officer the location of each message and who has it. It also indicates to the officer how long the message has been in the code room. Its greatest value is that it greatly reduces the chance of a message becoming misplaced in the code room.			

25-5512-3

CODE ROOM LOG SHEETS

INCOMING

AS NR	PREC	TIME IN	OICCR	TYPE	GRP CNT	DEC BY	TIME ASSIGNED	TIME COMPLETED	TYPED BY	TIME COMPLETED	SVC'D + CAUSE	REM

SIS-SC FORM NO 629
14 AUGUST 1944

W.D., A.G.O Form No. 0703
(15 September 1944)

REF ID:A70867

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Recording Incoming Message Distribution

FORM TITLE: None FORM NO Unnumbered

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 6 SETS PER 6

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Receiving Office	Prepares - Files in permanent file for future reference.			1
		This form is needed to record the complete distribution of all copies of each incoming message. It is also used to tell if the receipts have been returned. This is done by making a check mark beside the copy number when the receipt has been returned.			

25-6512-30M

REF ID:A70867

1	2	3	4	5	6	7	REMARKS

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Checking Action taken on Incoming Messages

FORM TITLE: Action Slip FORM NO. SIG-S No.

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME 130 SETS PE

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITIO FORWARDS	DESTROYS
1.	Receiving Office	Prepares	1	
2.	Receiving Office	Prepares - files in suspense		
1.	Addressee	Signs and indicates action	1	
1.	Receiving Office	Files		
2.	Receiving Office	Remove from file		2

This form is needed to supply necessary information in following up unanswered incoming messages.

25-5

ACTION SLIP REF ID: A70867

AS CM IN # _____ ASSIGNED TO _____
FROM _____ DATE & TIME DELIVERED _____

_____ ACTION COMPLETE ANSWERED BY _____
_____ NO ACTION NECESSARY LTR. MSG., ETC.
_____ ACTION PARTIALLY COMPLETE
REMARKS _____

_____

SIGNATURE _____

THIS ACTION SLIP MUST BE RETURNED TO THE MESSAGE CENTER WITHIN 24 HOURS.

SEE OTHER SIDE

SIS-SC Form No. 648
29 July 1944

1. REMARKS SHOULD INCLUDE REASON FOR ONLY PARTIAL ACTION AND ESTIMATED TIME OF COMPLETION.

2. THE SIGNATURE SHOULD BE THAT OF THE PERSON IN EACH BRANCH CHARGED WITH THE RESPONSIBILITY OF KEEPING RECORDS ON ALL MESSAGES.

3. IF ACTION HAS BEEN INCORRECTLY ASSIGNED, NOTIFY THE MESSAGE CENTER IMMEDIATELY OF THIS ERROR.

SIS-SC Form No. 648
29 July 1944

W.D., A.G.O. Form No. 0703
(15 September 1944)

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Acknowledgement of Receipt of Incoming Messages by Addressee

FORM TITLE: AHS Message Center - Incoming Message Receipt FORM NO SIS-SC No 641

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME 266 SETS PER 1

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Receiving Office	Prepares	1		
1.	Addressee	Signs name and time of receipt of message	1		
1.	Receiving Office	Placed in permanent file			1

This form is needed to protect the Message Center. When the addressee claims no receipt of the message the signed receipt is pulled from the file to prove delivery.

25-5512-30M

AHS MESSAGE CENTER
REF ID: A70867
INCOMING MESSAGE RECEIPT

AS CM-IN No. _____ COPY No _____

FOR _____ BRANCH

DATE TIME SENT _____

RECEIVED BY _____

RETURN IMMEDIATELY TO MESSAGE CENTER, A BLDG

SIS-SC Form No. 641

12 July 1944

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Master Logging of Outgoing Messages

FORM TITLE: Arlington Hall Station Message Center - Outgoing FORM NO SIS-SC No. 627

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 16 SETS PER d

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Receiving Office	Prepares - Files in permanent file for future reference.			1
		This form is needed in order to keep in one place all pertinent facts about all outgoing messages. This file is referred to constantly and is of the utmost importance in supplying prompt answers to questions concerning outgoing messages.			

25-5512-30M

~~SECRET~~

ARLINGTON HALL STATION
MESSAGE CENTER

~~SECRET~~

O-U-T-G-O-I-N-G

AS NR	SECT	PREC	CLASS	ENT BY	ADDRESSEE	SUBJECT	SYS NR	MSG NR.	DTG	REMARKS	CKT NR	GRP CNT

~~SECRET~~

PAGE _____ MONTH _____ YEAR _____

~~SECRET~~

SIG SC FORM NO. 627
1 AUG 44

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Assignment of Special Message Numbers to Outgoing Messages

FORM TITLE: None FORM NO. Unnumbered

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 40 SETS PER one

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Receiving Office	Prepares & files in permanent file			1
		This form is needed in assigning consecutive message numbers to messages carrying special numbering series.			

25-5512-30M

NUMBER	DATE	AS NR	NUMBER	DATE	AS NR	NUMBER	DATE	AS NR	NUMBER	DATE	AS NR

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Assignment of Cryptographic System and Proper Address to Outgoing Classified Messages.

FORM TITLE: None FORM NO. Unnumbered

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☒ INTRA-OFFICE ☐ VOLUME 10 SETS PER

REMARKS: ----------

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION FORWARDS	DESTROYS	FI
1	"C" Branch	Prepares - Addressographed	1		
1	Crypto File Sub-Unit Message Center	Prepares - Places on form system number of crypto system held by unit indicated on the form. Files in permanent file.			
		This form is needed to check the address on outgoing classified messages. Since this form shows all crypto systems held by the addressee, it is used in selecting the proper cryptographic system for enciphering the message.			

25-5512

SYS	SYS	SYS	SYS	SYS	SYS	SYS

W.D., A.G.O. Form No. 0703
(15 September 1944)

REF ID:A70867

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Control of Outgoing Messages in the Code Room

FORM TITLE: Outgoing Code Room Log Sheets FORM NO. SIS-SC No 631

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME. 7 SETS PERd

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION FORWARDS	DESTROYS	FILE
1	Code Room	Prepares - destroyed after completed		1	
		This form is needed to keep a constant control of outgoing messages in the code room. It indicates to the officer the location of each message and who has it. It also indicates to the officer how long the message has been in the code room. Its greatest value is that it greatly reduces the chance of a message becoming misplaced in the code room.			

25-5512-2

REF ID:A7086 CODE ROOM LOG SHEETS

OUTGOING

AS AIR	PREC	TIME IN	OICCR	TYPE	ENC BY	TIME ASSIGNED	TIME COMPLETED	CK'D BY	TIME ASSIGNED	TIME COMPLETED	REMARKS

SIS-SC Form No 631
7 SEPT 44

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Logging of Services

FORM TITLE: Service Log FORM NO Unnumbered

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 3 SETS PER 4

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Teletype Sub-Unit	Prepared - Filed in permanent file for reference			1
		This form is needed in order to keep in one place all pertinent facts about all service messages. This form is referred to constantly and is important in supplying necessary information for the prompt handling of defective messages requiring services.			

SERVICE LOG

[illegible]	TO	AS NR.	INDICATORS	CKT NR.	NATURE OF REQUEST	ACTION - COMMENTS

REF ID:A70867

TC V ARL SVC NR 401

QSL SLIPS THRU EXCEPT:

See for Ri

TNX T/C ARL Z/

REQ# 100:A//08667

ARI*

ARI

ARI V ..RL SVC NA 401
ATTN T/C

R SLIPS: 2492, 93, 94, 95, 96, 97, 98, 99,
R SVCS: 989.9%
PLS RPT:
2495 / 309272301 ✓ & Rec 391

TEX T/C ARL_____Z/

WTC V ARL SVC NR 401

ARI V ARL SVC NR 401

ATTN T/C

R SLIPS: 2492,93,94,95,96,97,98,99

R SVCS: 389,390

PLS RPT:

2495 (3092923) OL

TNX T/C ARL 01JA0214Z DA PLS ACK.....

REF ID:A70867

ARL V ARI SVC NR 390

NOTE TO IBM.....

ARL V ARI SVC NR 389

NOTE TO IBM

T

ARL V ARI SLIP NR 2492

PRIORITY NJA NRS 3092878 - 3092882

ARL V ARI SLIP NR 2493

NJA/NRS 3092883-3092892

REF ID:A70867

OKAY

ARL V ARI SLIP NR 2494

OJA NR 3092893

Ja

Sta 15 — 3092793 — 01

ÆL V ARI SLIP NR 2495

NJA NRS 3092894 - 3092934

DO

Sta 15 Ja

OK — DO

ARL V ARI SLIP NR 2496

OJA/NRS 3092935-3092941

Jr Sts

OK-DO

ARL V ARI SLIP NR 2497

NJA/NRS 3092942-3092953

ARL V ARI SLIP NR 24[illegible]8

OJA NRS 3092954

OK

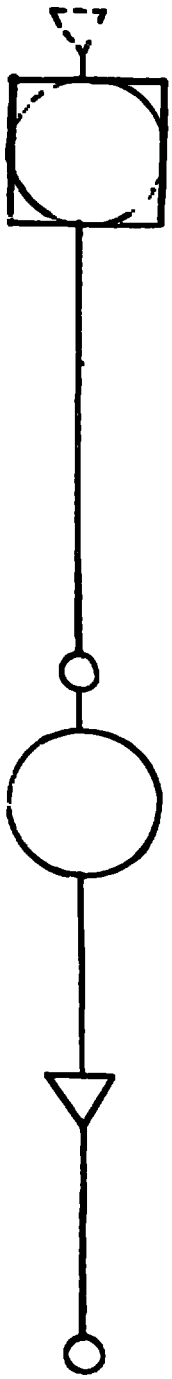
1944 DEC 1 AM 1:10

OK 1Ac

ARL V ARI SLIP NR 2499

NJA NRS 3092955 - 3092956

PROCEDURE CHART
JAP MILITARY RECEIVED
IN POINT TO POINT



Traffic and tape remains on respective equipment until string of 10 to 30 messages has been completed. During this period the material is inspected and notation of bad messages is made on slip heading which preceeds and identifies the material included. Also during this process the traffic string is stapled and identifying remarks are placed on the back of the copy at the head of the string. When tape is of sufficient length, the end is inserted in a rewind reel core and it is wound on the reel automatically. When string is finished, tape is removed from reel and traffic is taken from machine.

The material is taken to a work table, a distance of 6 feet, where each message on the string is time stamped, the tape is secured and marked with the same identification as is put on the copy, and slip heading handed to Service Operator.

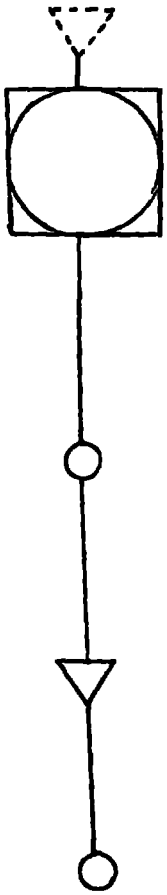
It is now ready to be placed in a hamper on the same table to await scheduled delivery to Records and Distribution Unit.

All material is delivered to Records and Distribution Unit. 75 feet.

Operations---2
Inspections--1
Deliveries---2
Storage------1

I.

PROCEDURE CHART
OTHER TYPES OF INTERCEPT TRAFFIC
RECEIVED IN POINT TO POINT



Material remains on equipment until string of messages is completed. During this period it is inspected and notation of bad messages made on slip heading which preceeds and identifies traffic included.

Traffic is taken to work table. 6 feet.

Traffic is placed in hamper.

Traffic is delivered to Records and Distribution. 75 feet.

Operations---1
Inspections--1
Deliveries---2
Storage------1
Distance----81 feet

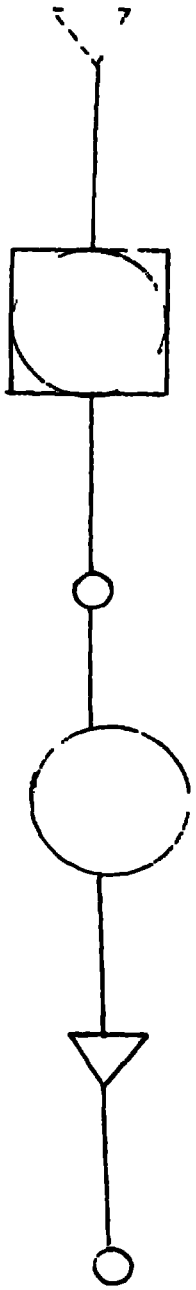
JAPANESE MILITARY TRAFFIC RECEIVED FROM B.S.C.

This traffic is processed in the same manner as Japanese Military traffic received in the Point to Point Sub-Unit except that any necessary services are made by the B.S.C. operator immediately after the transmission of a traffic string.

OTHER TYPES OF INTERCEPT TRAFFIC RECEIVED FROM B.S.C.

This traffic is processed in the same manner as other types of traffic received in the Point to Point Sub-Unit except that any necessary services are made by the B.S.C. operator immediately after the transmission of a traffic string.

PROCEDURE CHART
JAPANESE MILITARY RECEIVED
FROM RADIO CIRCUITS



String of enciphered tape remains on reperforator until completed.

Completed tape is torn from reperforator and placed in local circuit transmitter distributor where a clear text heading giving necessary information results. At this point, transmitter is stopped and deciphering equipment is set up. Transmitter is again started and material is run off. This is a step by step operation and must be followed in order. Inspection takes place during this operation, and necessary notations made on heading.

When completed, traffic is removed from machine and taken to work table where necessary information is logged, messages time stamped. 6 feet.

Traffic is placed in hamper to await delivery.

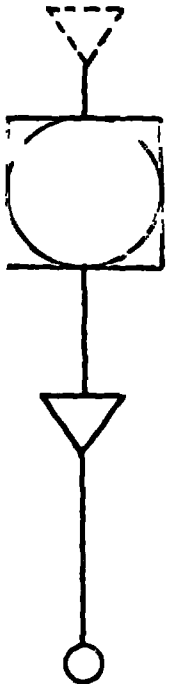
Traffic is delivered to Records and Distribution. 50 feet.

Operations---1
Inspections--1
Deliveries---2
Storage------2
Distance----50 feet

NOTE: Other traffic received by this means is handled in the same manner except that it is not time stamped.

PROCEDURE CHART

INTERCEPT TRAFFIC RECEIVED FROM NAVY



Traffic remains on machine until run is completed. Usually 2 to five messages. Inspection and logging takes place.

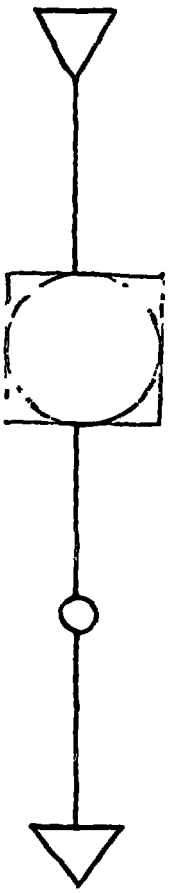
Traffic is removed from machine and placed in out box for delivery to Records and Distribution. 65 feet.

Traffic delivered to Records and Distribution.

Operations---1
Inspections--1
Deliveries---1
Storage------1
Distance----65 feet

PROCEDURE CHART

JAPANESE ARMY TRANSMITTED TO B. S. C.



Tape is received from Machine Room ready for transmission and held until circuit time available.

Necessary heading information given and contents of tape transmitted. Necessary logging is done during this period. Material checked during transmission. Tape destroyed after transmission.

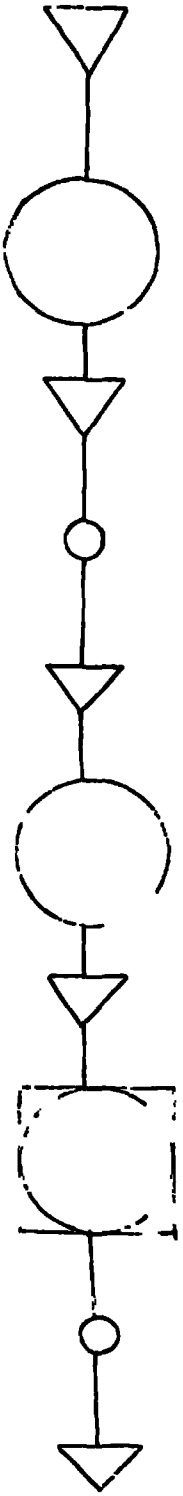
Three copies of finished product taken to out box and file. 6 feet.

One copy in out box for Traffic Exchange Unit. One copy in out box for Machine Room. One copy filed for 24 hour reference.

Operations---1
Inspections--1
Deliveries---1
Storage------2
Distance-----6 feet

PROCEDURE CHART

OTHER TYPES TRANSMITTED TO BSC



Copy of traffic to be sent is received from Traffic Exchange Unit, pre-sorted by type and precedence, and placed on table.

Material assigned message numbers.

Material placed in radial distributor for pick-up by operators for perforation.

Material picked up. 8 feet.

Material placed on machine.

Material perforated.

Tape held until circuit time available.

Tape transmitted to BSC with necessary heading information. Logged during this process and inspected.

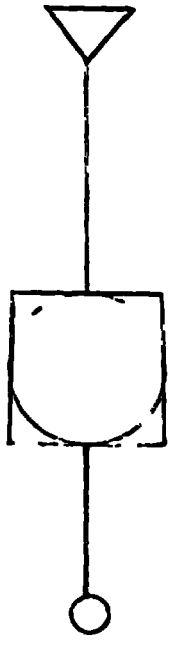
Three copies taken to out box and file. 6 feet.

One copy placed in out box for Traffic Exchange. One copy filed for 24 hour reference. One copy destroyed.

Operations---3
Inspections--1
Deliveries---2
Storage------5
Distance----14 feet

REF ID:A70867

PROCEDURE CHART
INTERCEPT TRAFFIC TRANSMITTED TO
NAVY (JAP MILITARY)



Material is Received from B-14 unit and placed on machine to await transmission.

Material is transmitted and necessary logging and inspection takes place. Ackment received.

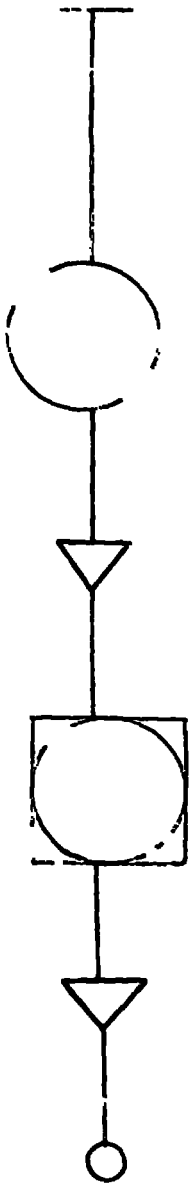
Material is delivered to tube terminal for return to B-IV. 65 feet.

Operations---1
Inspections--1
Deliveries---1
Storage------1
Distance----65 feet

NOTE: Diplomatic traffic for transmission to Navy is handled in the same manner except that it is received from Records and Distribution and returned upon completion. Distance is the same.

PROCEDURE CHART

OUTGOING ADMINISTRATIVE TRAFFIC TO BSC



Material received from Message Center Clerk who delivers into hands of Trick Chief.

Trick Chief assigns message number from log.

Material is placed on machine to await transmission.

Material is transmitted, inspected. Corrections are made if necessary. Ackment received.

Original and three copies held for return to Message Center.

Material delivered to Message Center.

Operations---2
Inspections--1
Deliveries---1
Storage------2

NOTE: Outgoing operational traffic for NAVY is handled in the same manner.

PROCEDURE CHART
ADMINISTRATIVE AND OPERATIONAL TRAFFIC
RECEIVED FROM POINT TO POINT STATIONS

Message remains on machine until completed. It is inspected during this process.

Completed message is placed on Service Desk where necessary logging is done and it is time stamped.

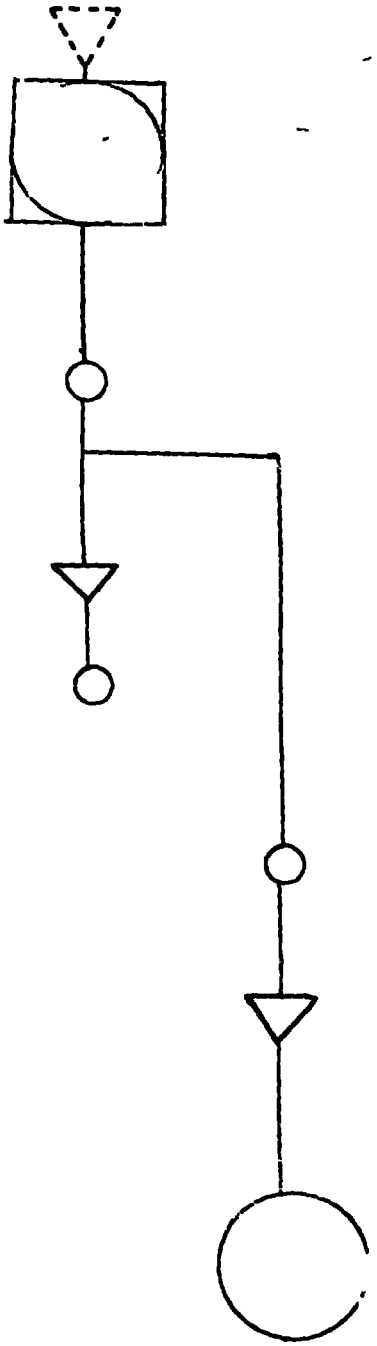
Message is delivered to Message Center. 150 feet.

Operations---1
Inspections--1
Storage------
Deliveries---1
Distance-----150 feet

NOTE: Urgency and condition of message dictates whether it is stored after the logging and time stamping phase. If a correction is needed, the message is held at the Service Desk until it is complete. If more urgent traffic must be handled before delivery can be made, it is also stored at this point.

The above process chart demonstrates the procedure on the messages received on the control circuit adjacent to the Service Desk. Those messages received on other circuits require a transportation to the Service Desk up to 14 feet.

PROCEDURE CHART
JAPANESE WEATHER RECEIVED
FROM STATION TWO FOR RELAY
TO NAVY



Traffic and tape remains on respective equipment until string of 10 messages is complete. During this period the material is inspected and notation of bad messages made on slip heading which preceeds and identifies the material included.

When string is finished copy is taken to work table to be placed in hamper for delivery, and slip heading is handed to service operator. This is a distance of 6 feet.

Copy in hamper until delivered.

Delivered to Records and Distribution along with other material.

Tape is delivered to relaying point, a distance of 30 feet.

Tape is held at designated point awaiting transmission.

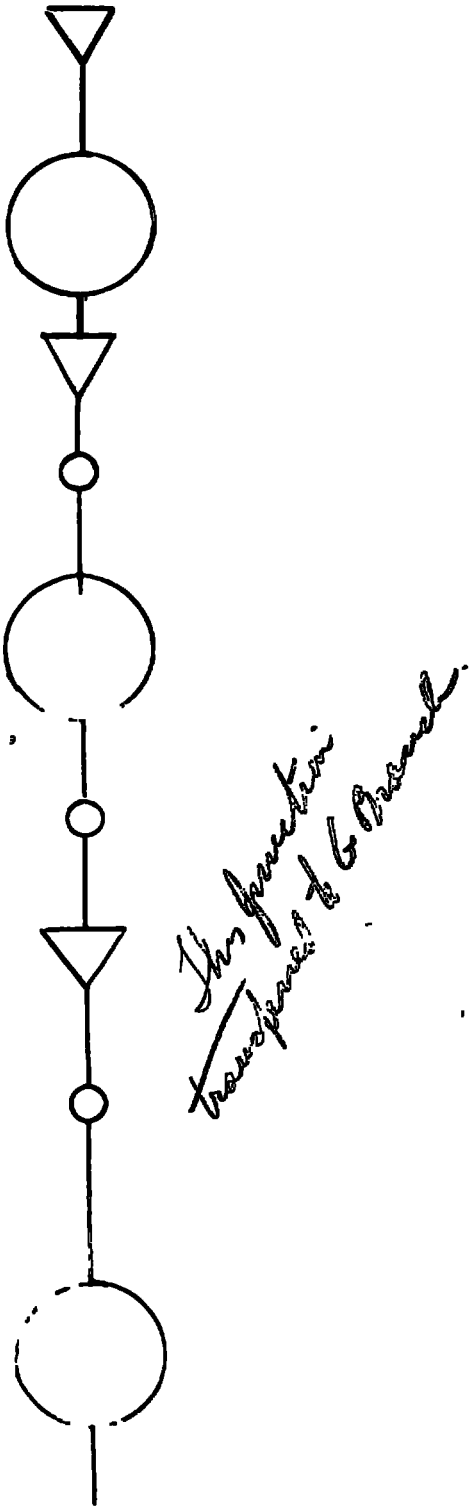
Transmission takes place. During this process, proper logging is done. When completed and receipted for, tape and copy are destroyed. Corrections are made as necessary on this traffic.

Operations---2
Inspections--1
Deliveries---3
Storage------2
Distance---121 feet

PROCEDURE CHART

MAIL TRAFFIC RECEIVED FOR DUPLICATION

THIS FUNCTION IS PERFORMED BY ALL OPERATORS HAVING OTHER PERMANENT DUTIES. THE WORK IS DONE DURING LULLS IN TRAFFIC HANDLING OPERATIONS.



Traffic is delivered in bulk by Records and Distribution unit and placed on table.

Material is counted by station and type and recorded.

Material is placed on distribution table to be worked on by operators as time allows.

Material is taken to perforator by operator. (Distance variable)

Material is prepared on tape.

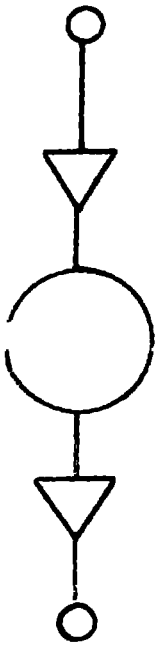
Tape and copy carried to table. (Distance variable)

Tape and copy placed on table to await next action.

Tape and copy taken to available local circuit. (Distance variable)

Tape run through local circuit and extra copy made.

(cont.)



Bulk original and teletype copy taken to table. (Distance variable)

Material placed on table to await next action.

Continuous string of teletype copy is cut into individual messages and each message is stapled to original mail copy.

Finished product is placed in hamper to await deliver to Records and Distribution.

Material is delivered to Records and Distribution. 50 ft.

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: LOGGING TRAFFIC

FORM TITLE: OPERATORS NUMBER SHEET (REC'D) FORM NO. MDSIG 136

TYPE OF FORM: STANDARD ☐ WD ☒ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☐ VOLUME 20 SETS PER 1

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Teletype Su-unit	Prepares	1		
1	Records Sub-unit	Extracts data			1
1	Records Sub-unit	Destroyes after 3 months.		1	

This form is used for logging incoming intercept traffic where necessary and to supply information not otherwise given by the source.

Form 128—W D , Sig C
(Revised 1942)

REF ID:A70867

RECEIVED NUMBER SHEET

Circuit _____ Date _____

Sheet No _____

Time Operator Signed	Time Operator Signed	Time Operator Signed	Time Operator Signed
01	26	51	76
02	27	52	77
03	28	53	78
04	29	54	79
05	30	55	80
06	31	56	81
07	32	57	82
08	33	58	83
09	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100
01	26	51	76
02	27	52	77
03	28	53	78
04	29	54	79
05	30	55	80
06	31	56	81
07	32	57	82
08	33	58	83
09	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16—37945-1

W.D., A.G.O. Form No. 0709
(15 September 1944)

REF ID:A70867

1 OF 1

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: LOGGING TRAFFIC

FORM TITLE: OPERATORS NUMBER SHEED (SENT) FORM NO. WDSIG 138

TYPE OF FORM: STANDARD ☐ WD ☒ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☐ VOLUME 6 SETS PER D

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Teletype Sub-unit	Prepares	1		
1	Records Sub-unit	Extracts data			1
1	Records Sub-unit	Destroys after 3 months		1	

This form is used to log outgoing intercept traffic or administrative and operational notes, and to supply necessary information regarding the traffic.

25-5512-30M

Form 188—W D, Sig. C.
(Revised 1942)

OPERATOR SENT NUMBER SHEET

Date ______________________ Circuit ______________________

NUMBERS			TIME		NUMBERS			TIME	
OPR SIGN	FROM—	TO—	IN	OUT	OPR. SIGN	FROM—	TO—	IN	OUT

U. S. GOVERNMENT PRINTING OFFICE 16—27045-1

W.D., A.G.O. Form No. 0709
(15 September 1944)

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: CHECKING WD RELAY POINTS HANDLING INTERCEPT TRAFFIC

FORM TITLE: STATION CHECK SHEET FORM NO. NONE

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 6 SETS PER

REMARKS:

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION FORWARDS	DISPOSITION DESTROYS	DISPOSITION FI
1	Teletype Sub-unit	Prepares	1		
1	Records Sub-unit	Files with comparative 138			1
1	Records Sub-unit	Destroys after 3 months		1	

These forms are necessary to check relay points involved in transmission of enciphered intercept traffic in order to insure its receipt and to get repeats when necessary without going back to the originator. Procedure used by the relay point is governed by WD standards.

JCXO CHLCA SHEET

C LUMBER	REMARKS	OPR	C LUMBER	REMARKS	OPR	C LUMBER	REMARKS	OPR

[illegible]TJ CHECK SHEET

NUMBER	REMARKS	STATION	NUMBER	REMARKS	OPR	

STATION 30 CHECK SHEET

XNE				XNF		
NUMBER	REMARKS	OPR.		NUMBER	REMARKS	OPR.

JGTA CHECK SHEET

SB. NR.	WA.NR.	REMARKS	TYPE	NR.MSGS	OPR	DATE OF SET

W.D., A.G.O. Form No. 0709
(15 September 1944)

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Recording of Elapsed Time

FORM TITLE: J. H. Elapsed Time Log FORM NO. None

TYPE OF FORM: STANDARD ☐ WD ☐ WD-AGO ☐ INTRA-SERVICE ☐ INTRA-OFFICE ☒ VOLUME 6 SETS PER day

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Sub Unit T/C	Prepared	1		
1	Records Unit extracts necessary information			1	
		This form is used by Sub Unit Trick Chiefs to make a legible copy of elapsed time on traffic which is kept in rough draft by operators.			

JM ELAPSED TIME LOG

DATE ____________________

					STATION				
opR	JK TIME	TOT	TOR	ET	OPR	CK TIME	TOT	TOR	ET

SERVICE PROCEDURE (POINT TO POINT)

1. Point to point servicing is done under the direct supervision of the Chief Operator and involves the central control of all circuits passing traffic from the Pacific Area. The servicing is accomplished over a single conference circuit on a scheduled basis following a set procedure:

a. Slip heading for a string of traffic is handed to service operator by teletype operator. Notations have been made on the slip heading by the teletype operator indicating that all messages in the string are satisfactory or that certain message requires correction or repetition. (Sample heading attached, Exhibit A).

b. All slip headings on traffic from a single source are held at service desk until the scheduled service time. A service message is then prepared from data appearing on slip headings. This data includes messages satisfactorily received and messages requiring corrections or repeats, and is prepared on a service slip. (Exhibit B).

c. Service is transmitted to source concerned and page copy of transmitted service is attached to service slip and all slip headings from which data was obtained. (Exhibit C). This material is filed in live file until service is answered.

d. When answering service is received, reference is made by the source to original service number and the traffic requiring correction is retransmitted.

e. Slip heading is handed to service operator and retransmitted traffic is passed on in normal manner.

f. If answering service is complete, original service is placed in dead file and held for 24 hours after which it is destroyed.

g. If answering service is incomplete, the slip heading is held for next scheduled service.

SERVICE PROCEDURE (RADIO RELAY)

1. Radio relay servicing is accomplished by the Trick Chief of the Radio Relay Sub-Unit. Only two intercept sources are involved, MS-4 Asmara and MS-8 New Delhi. Both of these sources share the same channels to WAR and SSA. Servicing is accomplished on a two-line schedule depending upon radio circuit condition.

2. Servicing is done as follows:

a. Trick Chief periodically inspects log sheets (WD SC-138) and the accompanying check sheet for messages or tapes requiring service.

b. Service is prepared in rough draft and service is transmitted. Page copy of service remains on machine.

c. Serviced traffic is retransmitted by source and handled as original traffic. Entries on log (WD SC-138) and check sheets are completed by teletype operator.

d. Logs and check sheets again periodically checked by Trick Chief and service procedure is repeated.

e. Page copy of services checked by duty officer and destroyed.