

COMMUNICATIONS SYSTEMS IN USE BY THE DEPARTMENT OF STATEKEY CODE

First issued in 1918.

Construction:

This is a straight alphabetical code of 68,500 *one part* code symbols and true readings. That is, the symbols and true readings occur in nearly alphabetical order. Each page has two columns of code symbols; the right hand column representing the common words, phrases and sentences, made up of a consonant, vowel, consonant, vowel, consonant. The left hand column represents uncommon words, proper names, spelling groups, et cetera, made up consonant, vowel, consonant, consonant, vowel.

Use:

This system has no confidential character whatever and is used for economy purposes.

Distribution:

It has been distributed to all missions and

consulates.

annulates.

Special Gray Cipher:

This cipher used with the Gray Code consists of ten two-part tables of varying construction. *when used?*

A-I CODE

First issued in 1919.

Construction:

- two part

This is a mixed code in two volumes with 114,000 code symbols and true readings. In the encoding book the true readings run in alphabetical order and the code symbols mixed; in the decoding book the symbols run in alphabetical order and the true readings are mixed. There is no so-called "left hand" side to the book, one straight series of code symbols and true readings. The symbols are of the consonant, vowel, consonant, vowel, consonant and the consonant, vowel, consonant, consonant, vowel types. Ever since the issuance of this code it has not been used without the application of a cipher to the code symbols. The cipher consists of ten two-part tables of varying construction and new tables have been issued frequently

covering

type cipher

covering periods from two to five months.

Use:

When initially issued this code and cipher was used for the transmission of highly confidential correspondence. However, as new systems were produced and issued it has been used for the transmission of information of a less confidential character.

Distribution:

Initially, the distribution of this code was confined to embassies and legations and subsequently it was distributed to certain important consulates. This code and cipher has now been issued to forty-nine missions and forty-one consulates.

Security:

It is of paramount importance to the Department to maintain a secret means of communication. This Code will remain secret only so long as the rules governing its use are strictly observed.

In order to insure secrecy the code symbols appearing in this book will never be transmitted. All messages will be enciphered by means of the tables accompanying this
book.

book. New tables will be issued semiannually.

All memoranda used in the preparation of a code message will be burned, and the ashes removed or destroyed.

Use alternately as the initial letter of the code symbol the letters designated in the foot note on each page.

Use variants freely. The recurrence of the code symbol representing ~~com~~ only used phrases, words and punctuation marks is the principal dependence of code experts in breaking down a secret code, therefore it is absolutely incumbent on every person using this code to use invariably a different variant for phrases, words and punctuation marks repeated in a message.

Textual communications will be encoded in the green code.

The true reading of a message sent or received in this code will not appear in the correspondence file. A separate confidential file will be maintained accessible only to persons duly authorized to have knowledge of this code.

Under no circumstances will the verbatim text of a message in this code be communicated to others than officers of the Department of State. A careful paraphrase will be substituted when intended for others.

A-1 CODE

First issued in 1922.

Construction:

- two part

The construction of this code is the same as the A-1 Code with 114,000 code symbols and true readings. Since the issuance of this code it has never been used without the application of a cipher. The cipher consists of ten two-part tables of varying construction and new tables have been issued frequently covering varied periods.

Use:

Similarly, as with the A-1 Code, this code superseded the A-1 Code for the transmission of highly confidential information.

Distribution:

The initial distribution of this code was limited to important missions. It was gradually extended to all missions. It is now in possession of forty-nine missions. It has not been issued to any consulates.

Security:

In order to insure secrecy the code symbols appearing
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in this book will never be transmitted. All messages will be enciphered by means of the tables accompanying this book. New tables will be issued quarterly.

All memoranda used in the preparation of a code message will be burned, and the ashes removed or destroyed.

Use alternately as the initial letter of the code symbol the letters designated in the footnote on each page.

Use variants freely. The recurrence of the code symbol representing commonly used phrases, words, and punctuation marks is the principal dependence of code experts in breaking down a secret code, therefore it is absolutely incumbent on every person using this code to use invariably a different variant for phrases, words, and punctuation marks repeated in a message.

Factual communications will be encoded in the Green Code.

The true reading of a message sent or received in this code will not appear in the correspondence file. A separate confidential file will be maintained accessible only to persons duly authorized to have knowledge of this code.

Under no circumstances will the verbatim text of a message in this code be communicated to others than officers

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officers of the Department of State. A careful paraphrase will be substituted when intended for others.

A-1 CODE

First issued in 1927.

Construction:

This is a mixed code, the code and decode being in one volume, with 80,000 code symbols and true readings. The code symbols are of the consonant, vowel, consonant, vowel, consonant character and the first and second consonant are made up of the first thirteen letters of the alphabet. A system of interchangeable letters for the first and third letters of the code symbols taken from the last half of the alphabet is provided. This code, the same as with the A-1 and B-1, has never been used without the application of a cipher. The cipher consists of ten two-part tables of varying construction and new tables have been issued frequently covering varied periods from two to five months.

Use:

When issued this code was used to transmit highly confidential information which formerly was transmitted in the B-1 Code.

Distribution:

Distribution:

Initially this system was given a very limited distribution. However, it was gradually extended until it is now in possession of forty-seven embassies and legations.

Security:

A. To preserve the secrecy of this code the symbols appearing in the book must never be transmitted. All messages must be enciphered by means of the tables accompanying this book. New tables will be issued periodically.

B. Messages encoded in this code must not be transmitted by wireless. A definite direction to route via cable should be indorsed on each message.

C. Unless the chief of mission takes personal charge of the code, he will designate a member of his staff, an officer of career, to be personally responsible for its custody and use.

D. At least once a day a check must be made to see that the code is intact. A record of this check will be made for the information of the chief of mission.

E. When in use the code must never be left, even momentarily, unless guarded by a career officer or an American employee who has been authorized by the Department

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to use the code. When not in use it must be kept in a locked compartment of the safe. In the event that the safe in the mission is without a locked compartment, the code must be sealed each time after using.

F. The use of this code must be restricted to career officers and such other American employees of the Foreign Service who have been specifically authorized by the Department to have access thereto.

G. Under no circumstances shall a citizen or subject of a foreign government have access to or an opportunity to observe the code or have knowledge, through taking dictation or otherwise, of messages transmitted in this code.

H. An original only will be made of messages to be transmitted in this code. All stenographic notes, carbon paper, memoranda, or other material used in the preparation of a message must be burned.

I. Encoding must be done from the original only.

J. Interchangeable letters designated in the footnote on each page must be used as the initial and third letter of the code symbol.

K. Variants have been provided for the commonly used phrases, words and punctuation marks. The recurrence of
symbols

symbols representing them is the principal dependence of code experts in breaking down a code, and therefore it is incumbent on every person using this code to use invariably a different group for phrases, words, and punctuation marks repeated in a message.

I. Textual communications of any character whatever must not be encoded in this code. Use the Green or Gray Code for this purpose.

D-1 Code

First Issued in 1934.

Constructions

This code with 60,000 code symbols and true readings, is similar in construction to the C-1 Code except that the first and third letters of the code symbols are made up from the last half of the alphabet and the interchangeable letters are taken from the first half of the alphabet.

One hundred cipher tables changed at varying periods and of various types of construction have been used with this code. Each mission is supplied with a system to communicate with the Department only and a system for intercommunication between the offices to which it has been issued.

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Use:

The D-1 Code superseded the C-1 Code for the transmission of secret and highly confidential matter from the offices to which it has been issued.

Distribution:

The distribution of this code has been confined to six important missions.

Security:

A. To preserve the secrecy of this code the symbols appearing in the book must never be transmitted. All messages must be enciphered by means of the tables accompanying this book. New tables will be issued periodically.

B. Messages encoded in this code must not be transmitted by wireless. A definite direction to route via cable should be indorsed on each message.

C. Unless the chief of mission takes personal charge of the code, he will designate a member of his staff, an officer of career, to be personally responsible for its custody and use.

D. At least once a day a check must be made to see that the code is intact. A record of this check will be
made

made for the information of the chief of mission.

E. When in use the code must never be left, even momentarily, unless guarded by a career officer or an American employee who has been authorized by the Department to use the code. When not in use it must be kept in a locked compartment of the safe. In the event that the safe in the mission is without a locked compartment, the code must be sealed each time after using.

F. The use of this code must be restricted to career officers and such other American employees of the Foreign Service who have been specifically authorized by the Department to have access thereto.

G. Under no circumstance shall a citizen or subject of a foreign government have access to or an opportunity to observe the code or have knowledge, through taking dictation or otherwise, of messages transmitted in this code.

H. An original only will be made of messages to be transmitted in this code. All stenographic notes, carbon paper, memoranda, or other material used in the preparation of a message must be burned.

I. Encoding must be done from the original only.

J. Interchangeable letters designated in the footnote

on each page must be used as the initial and third letter of the code symbol.

K. Variants have been provided for the commonly used phrases, words and punctuation marks. The recurrence of symbols representing them is the principal dependence of code experts in breaking down a code, and therefore it is incumbent on every person using this code to use invariably a different group for phrases, words, and punctuation marks repeated in a message.

L. Textual communications of any character whatever must not be encoded in this code. Use the nonconfidential codes for this purpose.

PLAIN CODE

First issued in 1938.

Construction:

This code is a mixed code in two volumes containing 124,000 code symbols and true readings. The symbols are built on a two letter differential and comprise all letters of the alphabet. It is liberally supplied with variants for common words, phrases, et cetera, and employs the use of a repetition indicator and repeater system. This code

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was constructed to ultimately replace the Gray Code in our diplomatic and consular offices and with a view to providing a confidential means of communication for a limited time and for economy. No cipher system is used with this code.

Use:

Initially it was used for the transmission of some confidential material. However, at the present time its use is largely confined to administrative telegraphic correspondence and limited confidential material.

Distribution:

Distribution has been effected gradually and it is now in possession of two hundred and fifty-three missions and consulates.

Security:

The person in charge of an office to which this code is issued will be held personally responsible for its safekeeping and if circumstances should arise making it necessary to delegate this responsibility it shall be only to senior officers and American employees.

Each officer to whom a copy of this code shall be

delivered

delivered will give a receipt for the code. At the expiration of his or her term of office or assignment or in the event of the discontinuance of office to which he or she has been assigned, he or she shall deliver the code only to the Department or to such person as shall be expressly authorized by the Department.

Each volume bears a serial number by which a record of its history is kept. When a volume is turned over by one officer to another duplicate receipts will be taken bearing the serial number, date, et cetera one of which will be immediately forwarded to the Department.

Career officers are authorized to have access to and use this code. American employees now authorized to use the confidential codes of the Department are also authorized to use this code. The specific authorization of the Department must be obtained before any person who may hereafter be employed in any mission or consulate may have access to or use of this code. Under no circumstances shall an alien employee have access to or knowledge of the code. When the code is not actually in use it must be kept in the safe of the office. If the safe has a locked compartment it should be kept there. If not, it must be sealed each time after use. While being used it must not be left unguarded even momentarily.

Stenographic

Stenographic notes, carbon paper, memoranda, and if the message is prepared in longhand, the blank sheets under the original draft must be immediately burned or otherwise completely destroyed. An original only will be made for incorporation in the confidential or regular file.

The secrecy of this code will be materially preserved through the careful and judicious use of variants and repetition indicators and repeaters to express the same true reading throughout a message.

The recurrence of the same code symbol in a message is a vulnerable point from which a code is broken down through the process of frequency. Therefore, it is incumbent upon the coding officer whenever possible, to use a different code symbol for true readings reappearing in the message.

The verbatim text of any communication or document must not be encoded in this code, such as: Notes and other communications from a foreign government; quotations from the press; published orders, decrees, et cetera. Use the Gray Code for this purpose.

This code must not under any circumstances be used in the encoding of any message, the text of which has been or will be transmitted by telephone.

If for any reason it becomes necessary to use the

telephone

telephone to communicate information transmitted in this code, the text must be carefully paraphrased.

In the event that any officer should come into possession of any information which would lead him to believe that a foreign government or unauthorized person is in possession or has knowledge of this code, or that its secrecy has in any manner become endangered, an immediate report giving full details should be made to the Department by telegraph.

Under no circumstances will the verbatim text of a message transmitted in this code be communicated to others than officers of the Department of State, career officers and American employees of the Foreign Service. A careful paraphrase will be made for communication to others. Messages considered to be confidential must be paraphrased for incorporation in the correspondence files.

This code should never be considered a part of the archives when intrusting American interests to a foreign government.

In the event of a crisis, where the circumstances are such that the officer in charge has good reason to believe that the safekeeping of this code is endangered, and where time will

will not permit of obtaining specific authority of the Department, he is authorized, in the presence of another officer, to destroy this code by burning, after having made note of its serial number and advised the Department by telegraph of anticipated action. If it should be impracticable or impossible to advise the Department by telegraph of such anticipated action the code may be destroyed by burning and the notification sent at the earliest possible moment. A certificate attesting such action signed by both officers together with a report of the circumstances and action taken will be forwarded to the Department at the earliest opportunity.

Sp-1 CODE

First issued in 1940.

Construction:

This is a simple two letter differential mimeographed code of approximately 6000 code symbols and true readings.

Use:

It was prepared primarily for use of the Navy and State Departments in communicating between Department

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of State offices abroad, naval stations and naval vessels.

Distribution:

It has been distributed to seventy-eight missions and consulates, The Commanding General of the Panama Canal Department, the Coast Guard, the Navy Department, eleven naval establishments ashore and to all naval vessels in the Atlantic and Caribbean.

PRODUCTION OF CODES AND CIPHERS

The production of codes and ciphers has been done in the Division of Communications and Records under the personal direction of the Chief of the Division.

All codes now in use in the Department have been built within the Department. The printing has been done in the Government Printing Office under the rules of that agency governing the printing of confidential material.

All cipher tables have been built and printed in the Division of Communications and Records.

ACCOUNTING FOR CODE BOOKS

In the Division all code books and cipher tables issued to the Telegraph Section are checked each day and a record is kept in a book set up for that purpose.

DISTRIBUTION OF COPIES OF TELEGRAMS

A daily collection is made of copies of telegrams from all offices throughout the Department. The collected material is taken to the incinerator in the custody of a Grade CAF-5 or CAF-3 clerk and that clerk stays at the incinerator until the material is completely burned.