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Op-20-G-es

21 November 1944

OP-20-G STAFF MEMORANDUM 1-44:

Subj: Functions of Op-20-G.

Encl: (A) Organization Chart of Op-20-G, dated 6 Nov 1944.

1. Enclosure (A) outlines the functions of the U.S. Naval Communication Intelligence Staff, which will be located at the Naval Communications Annex, Washington, D. C.

2. Staff Functions:

Op-20-G - as Assistant Director of Naval Communications for Communication Intelligence directs the planning and operations of the entire U.S. Naval Communication Intelligence Organization and maintains necessary liaison with other organizations or agencies.

Op-20-G-1 - as Operations Officer is responsible for the general allocation and coordination of intercept coverage, traffic exchange, direction finding, emission identification, traffic analysis, cryptanalysis, and all other operations directly concerned with the production of communication intelligence as necessary to accomplish the assigned tasks of the U.S. Naval Communication Intelligence Organization.

Op-20-G-1-A - as Intercept Control Officer is responsible for the operation of the trans-Pacific coverage plan, the preparation and distribution of frequency material including Japanese Frequency Index and Coverage Plan, preparation and distribution of ionospheric material, liaison with Signal Corps on frequency matters and with I.R.P.L. on ionospheric conditions, preparation and distribution of seasonal propagation data, and investigation of radio interference affecting Op-20-G activities initiating remedial action in collaboration with Op-20-P-2.

Op-20-G-2 - as Personnel Officer is responsible for the establishment of complement, procurement, training, distribution, advance and promotion of personnel required for operation of the entire U.S. Naval Communication Intelligence Organization, and for the maintenance of the necessary records in connection therewith.

Op-20-G-3 - as Facilities Officer is responsible for the planning, provision, and maintenance of adequate operating facilities for the U.S. Naval Communication Intelligence Organization, and for the procurement and distribution of all equipment, except that for special research, which is required by this organization.

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Op-20-G-es

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Op-20-G-4 - as Research Officer is responsible for the planning, development, and initiation of new operating methods, procedures, techniques, and equipment; for the coordination of research projects, and for the procurement of special research equipment, as necessary to keep abreast of cryptographic progress and improve the effectiveness of the U.S. Naval Communication Intelligence Organization.

Op-20-G-4-A, under the direction of Op-20-G-4 is responsible for cryptanalytical research, including the maintenance of files of theoretical cipher solutions, investigation of new methods of cipher solutions, the reviewing of cryptanalytical production methods and assistance to appropriate sections of Op-20-3 as requested.

Op-20-G-4-B, under the direction of Op-20-G-4, is responsible for radio engineering and research including collaboration with BuShips and N.R.L. in design and fabrication of special radio and associated equipment; maintenance of files on technical equipment both our own and enemy, and the training of personnel and supervision of projects at the U.S. Naval Radio Station, Muirkirk, Maryland, and Supplementary Station, Skaggs Island, California.

Op-20-G-4-C, under the direction of Op-20-G-4, is responsible for mathematical and physical research, including liaison with the Joint and Combined Communications Board on wave propagation matters, and the investigation of such special technical problems of a mathematical or physical nature as may be assigned by Op-20-G.

Op-20-G-4-D, under the direction of Op-20-G-4, is responsible for machine research including the development of ultra-high speed analytical equipment, liaison with the development agencies and maintenance of experimental equipment and associated records.

Op-20-G-5 - as Information and Security Officer is responsible for such planning and coordination as may be necessary to insure proper compilation, dissemination, and exchange of all communication intelligence, the procurement and distribution of useful collateral and captured material, and the maintenance of adequate security in connection with these functions.

Op-20-G-6 - as Communications Officer is responsible for planning, establishing, and operating a communication system to meet the requirements of the U.S. Naval Communication Intelligence Organization.

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Op-20-G-7 - as Historian is responsible for making historical studies of the U.S. Naval Communication Intelligence Organization as directed, and is assigned the further duties as naval secretary of the Army-Navy Communication Intelligence Coordinating Committee.

Op-20-G-8 - as Secretary is custodian of registered publications required by Op-20-G, has supervision over the files, records, routing, delivery and follow-up of all correspondence required by Op-20-G, is responsible for the maintenance of the master project list, and shall act as general assistant to Op-20-G in coordinating staff work.

3. Certain of these Staff functions may be delegated to the Washington Supplementary Activity, and will be included in the current copy of the "Cognizance and Functions of the U.S. Naval Supplementary Activity, Washington, D.C."

4. The following officers are assigned the indicated duties:

Op-20-G-1 - Comdr. W.A. Wright, USN  
(Comdr. E.S.L. Goodwin, ordered)  
Op-20-G-1-A - Comdr. R.S. Hayes, USNR  
Op-20-G-2 - Comdr. R.J. Foley, USN  
Op-20-G-3 - Comdr. J.S. Cross, USNR  
Op-20-G-4 - Comdr. H.T. Engstrom, USNR  
Op-20-G-4-A - Lt. Comdr. G.F. Cramer, USNR  
Op-20-G-4-B - Lt. Comdr. W.C. Norris, USNR  
Op-20-G-4-C - Lt. Comdr. D.H. Menzel, USNR  
Op-20-G-4-D - Lieut. J.H. Howard, USNR  
Op-20-G-5 - Comdr. R.J. Fabian, USN (ordered)  
Op-20-G-6 - Comdr. P.G. Stokes, USN  
Op-20-G-7 - Lieut. J.V. Connorton, USNR  
Op-20-G-8 - Lieut. M.S. Blois, Jr., USN

J. N. WENGER  
Captain, U.S. Navy  
Op-20-G

Copy to:  
All Sections

## U. S. NAVAL COMMUNICATION INTELLIGENCE STAFF ORGANIZATION

CHART I

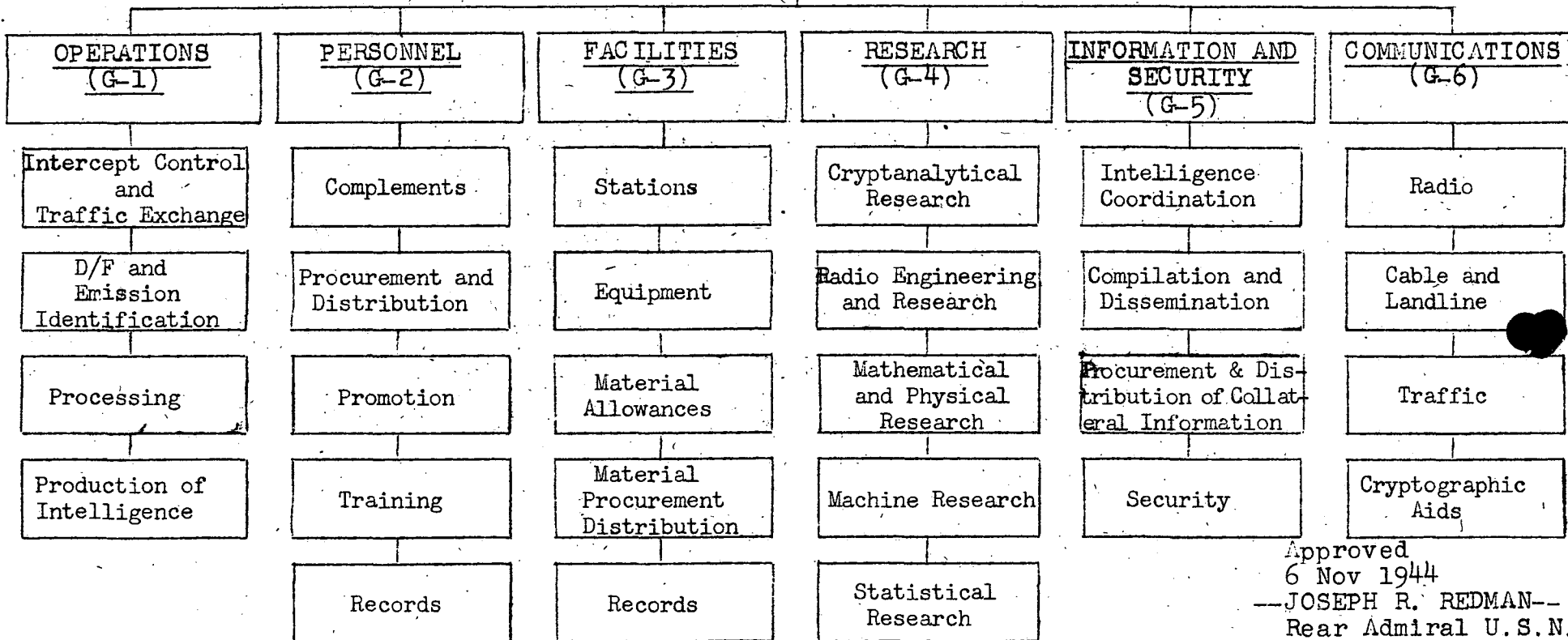
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Assistant Director  
Naval Communications  
for  
COMMUNICATION INTELLIGENCE  
(OP-20-G)  
plan and operate  
U.S. Naval Communication  
Intelligence Organization  
DIRECTION and LIAISON

~~CONFIDENTIAL~~

SECRETARY  
(G-8)

HISTORIAN  
(G-7)



Approved

6 Nov 1944

—JOSEPH R. REDMAN—  
Rear Admiral U.S.N.



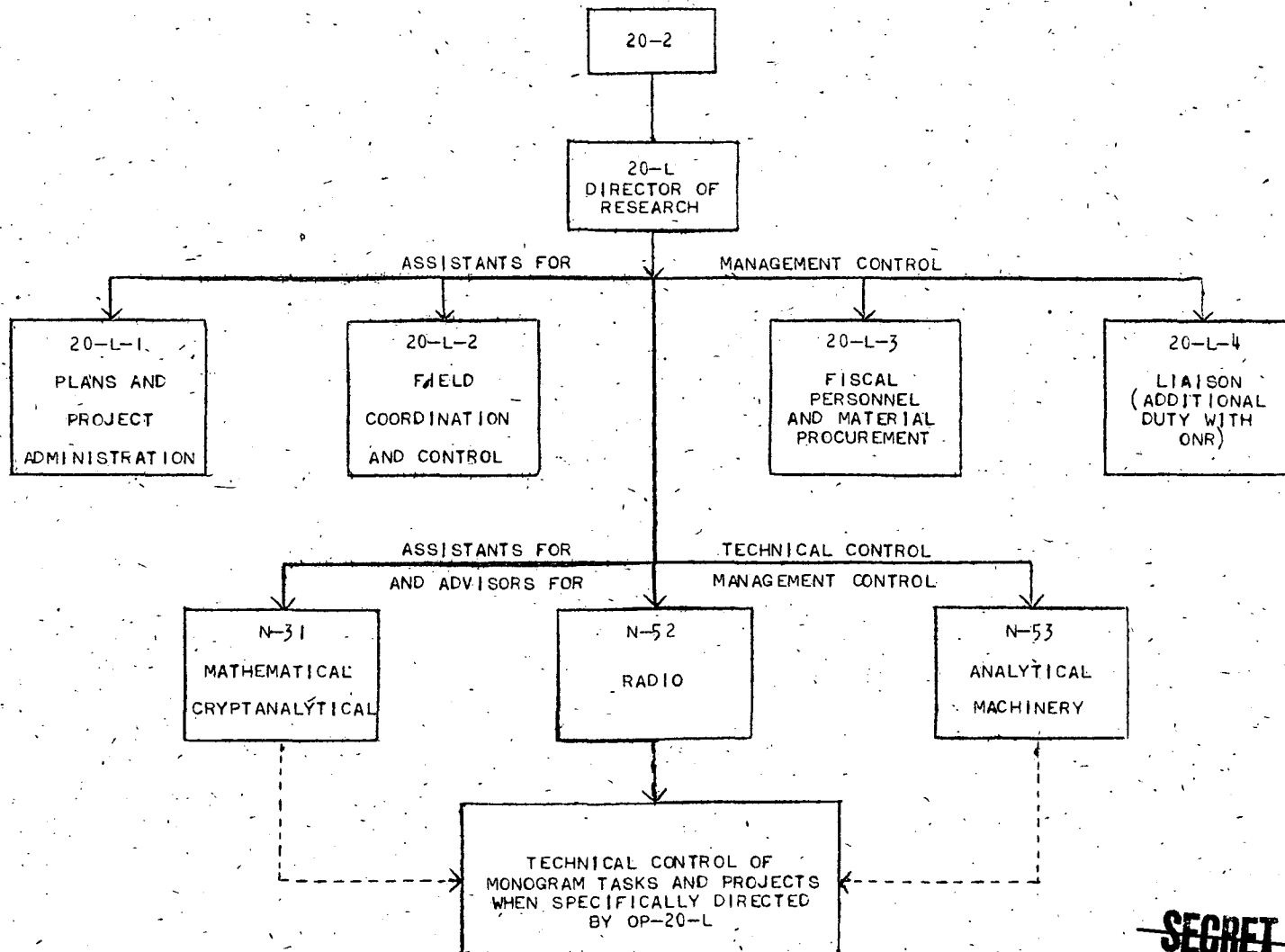
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## CONTROL STAFF FOR PROJECT MONOGRAM

3 May 1948

## ASSIGNMENT OF PRIMARY CONTROL FUNCTIONS

(OTHER FUNCTIONS ARE AS INDICATED IN THE TEXT)

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Appendix II

in reply refer to Initials  
and No.



NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D. C.

Op-202B/jow  
A10-3  
Serial 00444P20

~~SECRET~~

23 MAR 1949

Memorandum for: Mr. William F. Friedman, CSGAS-14, Room 116, H.Q., Arlington Hall Station.

Subject: Forwarding of Op-202 organizational documents.

Enclosures:

- (A) 1 copy of Op-202 Staff Memo 15-48.
- (B) 1 copy of Op-202 Staff Memo 13-48.
- (C) 1 copy of CSAW order 3-48 revised.
- (D) 1 copy of CNO secret serial 0054P20 of 3 May 1948.
- (E) 1 copy of CNO secret serial 00440P20 of 21 Feb. 1949.
- (F) 1 copy of Op-20 Organization Chart dtd 6 Nov. 1948.

1. The enclosures are forwarded for information in accordance with your telephone request to Captain Wenger.

2. This memorandum may be reclassified ~~Restricted~~ when the enclosures are removed.

3. Transmission by United States registered mail or registered guard mail is authorized in accordance with article 7-5, United States Navy Security Manual for Classified Matter.

*L. R. Schulz*  
L.R. SCHULZ  
Commander, U.S.N.  
Op-202B

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NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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L.R. SCHULZ  
Commander, U.S.N.  
Op-202B

Op-20-3/ms

21 November 1944

~~SECRET~~OP-20-3's SUBDIVISION ORDER NO. 1:

Subj: Cognizance and Functions of Sections in the U. S. Naval Supplementary Radio Activity, Washington, D. C. (Op-20-3).

Ref: (a) Memorandum for All Section Heads No. 853.  
(b) OP-20-G's Subdivision Order No. 69.

Encl: (A) Chart 1-A, U. S. Naval Supplementary Radio Activity, Washington, D. C.

1. Reference (b) is cancelled and superseded by this order.
2. Enclosure (A) is a chart outlining the organization of Op-20-3.
3. The functions of the departments and sections are as follows:

I - Administrative Assistant (3-G-20).

The administrative assistant is responsible for all matters pertaining to logistic support, discipline, morale of personnel, security, and upkeep and maintenance of the buildings and grounds.

3-GB - Secretariat (Administrative).

- \* (1) Provide stenographic service for 20-3 and 20-G, including smooth write-ups of rough drafts prepared by various sections.
- \* (2) Receive, record, route, and deliver all material, classified and unclassified, received by mail for 20-3 and 20-G.
- \* (3) Maintain correspondence files for 20-3 and 20-G. (When desirable, technical files may be maintained by the section concerned.)
- \* (4) Follow-up on outstanding correspondence requiring action.
- \* (5) Provide internal messenger service for 20-3 and 20-G.
- (6) Operate the N.C.A. end of the courier service, especially during the day, including proper disposition of all material received from the Navy Department, and proper dispatch of all material sent from the Annex to the Navy Department.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- \* (7) Wrap and mail both classified and unclassified material.
- \* (8) Mimeograph material for Op-20-3 and Op-20-G. (Includes cutting of stencils)!
- (9) Type and print the weekly Bulletin.
- (10) Supervise Red Cross, Community War Fund, Navy Relief, and other charitable drives.
- (11) Provide legal aid and counsel for all personnel.

3-GQ - Supply

- \* (1) Procure, ship, and expedite, as directed by Op-20-G, all equipment, including RIP-5 publications, other than that requiring development or extensive modifications, for the entire Communication Intelligence Organization.
- \* (2) Follow-up on all requisitions and other procurement correspondence.
- \* (3) Liaison on material procurement with Op-20-A-3, BuShips, Op-20-E, Navy Yard, WPB, BuSandA, Yards and Docks, and manufacturers.
- (4) Receive equipment for all Sections.
- (5) Maintain stock room for all Sections.
- (6) Maintain repair section for typewriters.

3-GR - Personnel Records, Training and Allocation.

- (1) Conduct in-service training of locally assigned officers, enlisted personnel, and civilian employees, including:
  - \* (a) Development and administration of correspondence courses in cryptanalysis as directed by Op-20-G.
  - (b) Cooperation with section heads in administration of special training programs.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

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Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- (c) Training for advancement in rating or promotion.
- (d) Advice to personnel on educational programs.
- (2) Classify and assign to duty personnel in Washington Unit with the advice of 3-G-10.
- (3) Distribute personnel in the Washington Unit.
- (4) Prepare correspondence concerning personnel of Op-20-3 for Op-20-A and liaison with that subdivision.
- (5) Administer Op-20-3 advancement in rating program.
- (6) Administer Op-20-3 appointment and promotion program.
- (7) Perform duties assigned by the Division Officer (DNC) to the Assistant Division Officer (DNC).
- (8) Make special personnel studies as assigned.

3-G-21 - Senior Wave Assistant.General Functions (relative Waves)

- (1) Improve morale.
- (2) Foster uniformity in the handling of Wave affairs throughout N.C.A.
- (3) Interpret Navy policies and procedures to Wave personnel.
- (4) Perform such administrative duties as assigned by Op-20-3 and 3-G-20.

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Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.Special Functions (relative Waves)

- (1) Liaison between NCA and
  - (a) Wave Quarters "D"
  - (b) Naval Barracks
  - (c) Medical Department
  - (d) Chaplains
  - (e) Red Cross
  - (f) Op-20-A-1
- (2) Personal consultant for:
  - (a) Section Heads on matters affecting Wave personnel
  - (b) Wave Representative on problem cases
  - (c) Individual Waves
  - (d) Overseas assignment
- (3) Coordinate discipline records.
  - (a) Masts
  - (b) Barracks reports
  - (c) ONI reports
- (4) Advise in administrative decisions involving appearance, discipline, comfort or morale of Waves.
- (5) Supervise inspections.
- \* (6) Handle ONI investigations of C.I. Wave personnel.

3-G-22 - First Lieutenant.

- (1) Maintain grounds and buildings.
- (2) Special Administrative assignments.
- (3) Cafeteria officer.
- (4) Liaison for new construction.
- (5) Allocate space.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.3-G-23 - Security Officer

- (1) Physical Security.
  - (a) Liaison with Marine Detachment, N.C.A. Establishment, arrangement of, and orders for sentry posts.
  - (b) Supervise and plan for the destruction of waste classified material.
  - (c) Procure, distribute, and collect identification badges.
  - (d) Issue personal and property passes.
  - (e) Establish and supervise security, fire and messenger watches.
  - (f) Supervise the protection of restricted areas.
  
- (2) Personnel Security.
  - \* (a) Handle ONI investigations of C.I. male personnel.
  - (b) Supervise the authorization to handle secret and confidential material.
  - (c) Indoctrinate personnel in security.
  - (d) Liaison with Office of the Provost Marshal
  - (e) Supervise personnel safety (accident prevention) and first aid.
  
- (3) Emergency Duties (Fire and Air Raid).
  - (a) Liaison with Metropolitan Fire Department, Navy Department and Fire Marshal (Emergency Office).
  - (b) Administer and train N.C.A. personnel in Fire and Air defense.
  - (c) Procure and maintain N.C.A. fire fighting equipment.

3-G-24 - Ship's Service Officer

- (1) Operate Ship's Service including the purchasing and sale of books, records, jewelry, clothing, tobacco and other articles authorized for sale in such activities by the Bureau of Personnel.
- (2) Operate bicycle rental service.
- (3) Supervise barber shop and any other activities that may be authorized for establishment in the Ship's Service Department.
- (4) Receive profit from sales made through vending machines.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.



Op-20-3/ms

~~SECRET~~Subj: Cognizance and Functions of Sections under Op-20-3.

- (5) Receive commissions from sale of Coca-Cola.
- (6) Receive rentals from lending library.
- (7) Transmit Welfare and Recreation Office profits from the above activities.

3-G-25 - Welfare and Recreation Officer.

- (1) Custody and issue of recreation equipment.
- (2) Maintain athletic grounds and equipment.
- (3) Schedule athletic and social events.
- (4) Operate War Bond Desk.
- (5) Prepare and issue the BULLETIN.
- (6) Maintain the bulletin boards for morale activities.
- (7) Handle appointments for Red Cross Blood Bank.
- (8) Handle rationing, billeting, other than those in Wave Quarters:
  - (a) Gasoline, B and C supplementary rations.
  - (b) Shoes.
  - (c) Food leave rations.
  - (d) Listing and procuring rooms for new personnel. Certification of applications for War Housing Projects.

3-G-26 - Transportation.

- (1) Supervise station wagons for courier and passenger service between the Naval Communications Annex, Navy Building and other Naval activities.
- (2) Obtain trucks for freight handling and special trips.
- (3) Procure passenger vehicles from Navy Department Garage for special trips.

3-G-27 - Navy Department Liaison.

- \* (1) Liaison between N.C.A. and War and Navy Departments, as required by Op-20-3 and Op-20-G.
- (2) Operate the officer courier system between the Naval Communications Annex and the Navy Department, including proper disposition of all material received from the Naval Communications Annex and proper dispatch of all material to the Naval Communications Annex.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.II - The Technical Assistant (3-G-10).

The Technical Assistant is responsible for all technical operations which are necessary for the production of communication intelligence and its delivery to designated disseminating authorities.

3-G-11 - Head of Pacific Operations.3-GD-P - Intercept Control (Pacific).

- (1) Correlate intercept coverage requirements of Pacific Operations Group of Op-20-3.
- \* (2) Assign intercept coverage to West Coast Net and summarize West Coast coverage results as directed by Op-20-G.
- (3) Maintain master Japanese Frequency Index.
- \* (4) Prepare and distribute Japanese Frequency information as directed by Op-20-G.

3-GT-P - Traffic Analysis, D/F and RFP (Pacific).

- (1) Study intercepted radio traffic in order to:
  - (a) Provide all possible enemy information obtainable by methods short of cryptanalysis.
  - (b) Reduce call sign ciphers to basic elements or equivalents.
  - (c) Provide and maintain as complete a call-sign identification service as possible.
  - (d) Determine structure of Japanese communication system by:
    1. Guard lists.
    2. Frequency Plans
  - (e) Solve procedure signs, operators' signals and other technical elements of Japanese Naval Communications.
  - (f) Determine Japanese Naval Organization.
- (2) Decrypt and identify call-signs in heading of dispatches as required by other sections of Op-20-3.
- \* (3) Correlate and disseminate call-sign identifications, frequency data, and other technical traffic analysis data related to Japanese Naval Communications.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

~~SECRET~~Subj: Cognizance and Functions of Sections under Op-20-3.

from whatever source obtained, to U.S. and Allied Communication Intelligence Units and Intercept Stations as directed by Op-20-G.

Analytical: RFP - TINA, D/F

- (1) Correlate D/F bearings received from D/F stations through the Pacific area with traffic analysis of transmitter and operators' characteristics to produce intelligence and identifications.
- (2) Tabulate and cross file every D/F bearing obtained on any enemy transmission.
- (3) Consolidate data on transmissions obtained by D/F bearings, frequency of transmissions, operators' characteristics, and transmitter characteristics.

3-GY-P - Cryptanalysis and Decryption (Pacific).

- (1) Identify, analyze and solve all Japanese naval cryptographic systems plus Japanese Naval Attache, meteorological, commercial and liaison systems.
- (2) Decrypt rapidly Japanese traffic in solved and progressively solved systems and forward such decryptions to GZ-P for translation.
- (3) Recover meanings in the initial stages of code solution, up to the point where such solution can be profitably taken over by GZ-P; and continue collaboration with GZ-P on code recovery thereafter.
- (4) Log traffic, decrypt and make up work sheets for code recovery in unenciphered Japanese codes.
- (5) Solve totally all Japanese cipher systems that fall into classifications of paragraph (1).
- \* (6) Liaison with British and U.S. units for the exchange of technical cryptanalytic information as directed by Op-20-G.
- \* (7) Train personnel for Japanese cryptanalytic functions in the U.S. Navy C.I. units, as directed.
- \* (8) Publish R.I.P's containing reconstructed cryptanalytic materials and cryptographic aids and distribute as directed by Op-20-G.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- (9) Prepare and disseminate notes on methods used in the tasks assigned to Op-20-3-GY-P.
- (10) Produce and disseminate crypto-intelligence reports on Japanese secret communications.
- \* (11) Exploit and disseminate captured documents and devices of cryptanalytic significance, as directed.
- (12) Collaborate with Op-20-G-4 on the development of rapid analytical machinery, research into new methods of cryptanalysis and problems of security of R.I. secret communications.
- (13) Disseminate decrypted weather information to designated agencies as directed by Op-20-G or higher authority.
- \* (14) Maintain a master list of all R.I.P. numbers and their short titles. Assign R.I.P. numbers to all new publications and devices which require registration.

3-GZ-P - Translation and Code Recovery (Pacific).

- (1) Provide language assistance to GY-P decryption units.
- (2) Recover new code systems after initial processing by 3-GY-P, concentrating on this function until intelligible text is produced.
- (3) Translate:
  - (a) Straight decryption obtained from 3-GY-P.
  - (b) Text produced by operation set forth in paragraph (2).
  - (c) Plain language messages.
- (4) Prepare translations for dissemination and delivery to proper section or outside activity.
- (5) Disseminate recovered code values and other technical translating data to other R.I. units (own and British) as directed by Op-20-G.
- (6) Assist 20-GX and 3-GY-P in the preparation of R.I.P's.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

Subject: Cognizance and Functions of Sections under Op-20-3.

- \* (7) Liaison with ONI on procurement of language personnel, particularly Japanese linguists.
- (8) Advise Op-20-G as to assignment of Japanese language officers.

3-GI-P - Correlation and Dissemination (Pacific).

- (1) Collate, correlate and interpret:
  - (a) Translations of decrypted and plain language enemy dispatches (Navy, Army diplomatic and clandestine) produced by other sections of Op-20-3, the field units of the U.S. Naval Communication Intelligence organization, the U.S. Army Communication Intelligence organization, and Allied Communication Intelligence units.
  - (b) Information derived from analysis of enemy traffic by the same agencies as those mentioned in (a) above.
  - (c) Operational dispatches and reports to OPNAV and COMINCH.
  - (d) Collateral reports from COMINCH, ONI, Army, FBI, Coast Guard, and other U.S. and foreign governmental agencies.
- (2) Deliver to the field units of the U.S. Naval Communication Intelligence organization, and to designated major U.S. Naval commands afloat, operational communication intelligence as directed by Op-20-G or higher authority.
- (3) Deliver as directed by Op-20-G or higher authority to COMINCH and other duly designated officers in Washington all communication intelligence of operational importance received by Op-20-3-GI-P.
- (4) Disseminate to other sections of Op-20-3 all pertinent communication intelligence and collateral operational information received by Op-20-3-GI-P which might be helpful to said sections in the performance of their respective functions.
- (5) Disseminate as directed by Op-20-G or higher authority to Allied Communication Intelligence units operational communication intelligence.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

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Subj: Cognizance and Functions of Sections under Op-20-3.

- (6) Maintain master files of communication intelligence and collateral operational information for use by duly authorized officers of Op-20-3, COMINCH, Army G-2, and SSA.

3-G-12 - Head of Atlantic Operations.

3-GD-A Intercept Control.  
(Inactive)

3-GT-A Traffic Analysis D/F and RFP.

- (1) Operate the Atlantic Strategic HF D/F Net.
- (2) Operate the Atlantic D/F plotting center.
- (3) Operate RFP and TINA in the Atlantic war theater.
- (4) Operate radio, teletype and variopléx circuits for collection and dissemination of D/F information.
- \* (5) Prepare necessary codes and charts for D/F use.
- (6) Prepare studies on the performance of individual D/F stations and of the over-all D/F net.
- \* (7) Maintain liaison with the Atlantic Fleet in matters pertaining to shipboard D/F.

3-GY-A - Cryptanalysis and Decryption.

- (1) Analyze and process the Naval Cryptographic systems used by the Powers of Europe, Africa and America.
- \* (2) Maintain liaison with the British on joint projects in accordance with directives received from Op-20-G.
- (3) Cooperate with Op-20-G-4 in development and improvement of analytical techniques and machinery.
- (4) Translate certain dispatches and documents pertaining to material processed in paragraph (1) above.
- \* (5) Publish R.I.P's containing reconstructed cryptographic material and aids, and cryptanalytical methods and distribute as directed by Op-20-G.

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Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- (6) Maintain a technical history showing development and application of technical processes attempted and employed.
- (7) Encipher certain technical liaison material exchanged with GC & CS and N.C.M.L., as well as operation of TWX circuit with N.C.M.L.

3-GI-A - Correlation and Dissemination.

- (1) Collate and interpret all intelligence of the enemy received from reading of enemy dispatches pertaining to the Atlantic Theater.
  - (2) Analyze all intelligence received and prepare studies based thereon.
  - (3) Translate matter in certain European languages.
  - (4) Assign intercept coverage to the Atlantic intercept stations.
  - (5) Disseminate communication intelligence and intelligence studies in accordance with directives received from Op-20-G or higher authority.
- \* (6) Prepare and publish C.S.P. 1774.

3-G-13 - Head of Statistical Machinery Operations.3-GS Statistical Machinery.

- (1) Perform cryptanalytical and statistical machine processing service for all sections of Op-20-3.
  - (2) Print R.I.P.'s for Op-20-3.
  - (3) Perform machine services for other activities of Naval Communication Service when approved by proper authority.
  - (4) Train operating and maintenance personnel.
- \* (5) Maintain an adequate stock of repair parts for IBM tabulating machinery for this and outlying units.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

Op-20-3/ms

~~SECRET~~Subj: Cognizance and Functions of Sections under Op-20-3.

- \* (6) Prepare repair parts for shipment, and ship on request to outlying stations.
- (7) Cooperate with Op-20-G-4 in development analytical machinery and machine techniques.

3-G-50 - Head of Strategic Intelligence.3-G-51 - Strategic Information Coordinator.

- (1) Within the limits of defined policy and approved agreements, coordinate Pacific strategic information functions as follows:
  - (a) Compilation by GI-P, GI-D and GI.
  - \* (b) Compilation by the corresponding sections of other U.S. Naval Communication C.I. Centers.
  - \* (c) Exchange with M.I.S. and British.
  - (d) Dissemination to other sub-divisions of Op-20.
  - \* (e) Liaison with Combat Intelligence Division (F-20).
  - \* (f) Liaison with Op-16-FE on collateral matters.
  - \* (g) Preparation and maintenance of research studies as directed.

3-GL - Collateral Information.

- (1) Procure and collate all information of current or future value to the Communication Intelligence Organization.
  - (a) Process and maintain files of all information to make it available on request.
  - \* (b) Prepare special reports as directed.
- (2) Maintain liaison with other government agencies as required, to examine their reports for background and to locate information which may be of value, and to catalogue the source of such information.
- (3) Maintain file of all captured documents.
- (4) Maintain file of deciphered and translated traffic, to abstract collateral information.
- (5) Maintain files of solved systems and captured systems for reference by research groups.
- (6) Maintain a file of research studies of other departments, which are of value to crypto units.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.



Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- (7) Maintain a geographic section of a complete list of H.O. and B.A. charts, maps, place names, and gazetteers of all geographical locations, as well as domestic and foreign geographical material.
- (8) Maintain a file of all crypto training courses and publications procurable on crypto.
- (9) Maintain operational write-ups on recovered systems for reference by research groups.
- (10) Procure reference material on publications as may be necessary.
- (11) Prepare graphic studies as may be necessary.
- \* (12) Exchange collateral and captured material with other intelligence agencies and C.I. activities as directed by Op-20-G.

3-GI-D - Correlation and Dissemination (Diplomatic).

- (1) Reception and review of translations of decrypts of:
  - (a) Foreign diplomatic dispatches produced by Army Communication Intelligence Unit.
  - (b) Naval Attache dispatches produced by 3-GY-A.
  - (c) Clandestine dispatches produced by 20-GU.
  - (d) Magic folders produced by Special Branch, MID, Army G-2.
- (2) Dissemination of above to 3-GI-A and 3-GI-P and other duly authorized officers.
- (3) Tabbing of items of special interest to cognizant sections in the Navy Department.

3-G-60 - Head of Communication and Traffic Distribution Operations.3-GW - Traffic Center

- (1) Receive, prepare, copy and route radio intercept traffic and associated material for Op-20-3.
- (2) Perform photographic processing of traffic, captured documents and other material as required by Op-20, Op-20-G and Op-20-3.

NOTE: Items marked "\*" are (or include) functions performed by Op-20-3 for Op-20-G.

~~SECRET~~~~SECRET~~

Op-20-3/ms

Subj: Cognizance and Functions of Sections under Op-20-3.

- (3) Maintain a volume analysis study of Japanese Naval Traffic.
- (4) Exchange intercept traffic with other C.I. activities as directed by Op-20-G.

3-GC - Communications

- (1) Encrypt, transmit, receive, decrypt and deliver dispatches exchanged with other units of U.S. and Allied Communication Intelligence organizations (excepting those handled by Op-20-3-GY-A, or Op-20-3-GT-A).
- (2) Follow-up on any dispatches requiring action less the exceptions listed in paragraph (1).
- (3) Maintain files of all dispatches addressed or routed to, or originated by Op-20-G or Op-20-3, less the exceptions listed in paragraph (1).
- (4) Produce time and/or volume studies as required by Op-20-G or Op-20-3.
- (5) Control and operate all matters pertaining to telephone and interior communication systems at the Naval Communications Annex.
- (6) To cooperate with Op-20-G in all matters pertaining to rapid communications for the Communications Intelligence Organization, including:
  - (a) Requirements
  - (b) Facilities
  - (c) Cryptographic Aids
  - (d) Liaison with other agencies

PHILLIP R. KINNEY

Copy to:  
All Sections

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

OFFICER IN CHARGE  
(OP-20-3)

TECHNICAL ASSISTANT  
(3-G-10)

ADMINISTRATIVE ASSISTANT  
(3-G-20)

~~CONFIDENTIAL~~

PACIFIC OPERATIONS  
(3-G-11)

ATLANTIC OPERATIONS  
(3-G-12)

STATISTICAL MACHINERY  
(3-G-13)

ADMINISTRATION  
PERSONNEL & MATERIAL  
(3-G-20)

STRATEGIC INTELLIGENCE  
(3-G-50)

COMMUNICATIONS &  
TRAFFIC DISTRIBUTION  
(3-G-60)

Intercept Control  
(3-GD-P)

Intercept Control  
(3-GD-A)

Secretariat  
(3-GB)

Intelligence  
Compilation  
(3-G-51)

Communications  
(3-GC)

Traffic Analysis  
D/F and RFP  
(3-GT-P)

Traffic Analysis  
D/F and RFP  
(3-GT-A)

Supply  
(3-GQ)

Collateral  
Information  
(3-GL)

Traffic Center  
(3-GW)

Cryptanalysis  
and  
Decryption  
(3-GY-P)

Cryptanalysis  
and  
Decryption  
(3-GY-A)

Personnel Records  
Train. & Allocation  
(3-GR)

Senior Wave  
Assistant  
(3-G-21)

Dipl. Correlation  
& Dissemination  
(3-GI-D)

Translation  
(3-GZ-P)

Translation  
(3-GZ-A)

First Lieutenant  
(3-G-22)

Security  
(3-G-23)

Correlation  
and  
Dissemination  
(3-GI-P)

Correlation  
and  
Dissemination  
(3-GI-A)

Morale  
(3-G-25)

Transportation  
(3-G-26)

Navy Dept. Liaison  
(3-G-27)

Approved  
6 Nov 1944  
- JOSEPH R. REDMAN -  
Rear Admiral U.S.N.

*File in  
Navy org & B*

Op-20-K/ik

~~SECRET~~

COPY

MEMORANDUM FOR 20-A:

January 26, 1942

Subject: Reorganization of Section 20-G.

Reference: (a) Captain Safford's memo of Jan 23, 1942.

1. The following comment is submitted as directed.

2. I have made a careful study of the organization of communication intelligence and security activities at the Navy Department and have discussed the matter with all persons here whose special experience and knowledge lend any weight to their opinions. This survey and my own experience in the Department and in outlying activities, have firmly convinced me that while security activities can and should be separate from intelligence activities, any breakup of the latter can only be seriously detrimental to results.

3. The reasons for this are as follows:

- (a) The field to be covered is so wide, the personnel and equipment so limited, intercept stations so far removed from sources of material, and demands on speed so great, that only by the closest possible coordination can we hope to accomplish our task.
- (b) Intelligence is a cumulative thing. Much is obtained by inference. Normally only isolated facts and indications are at first obtained, and a "background" must be laboriously built up before they have any significance. Moreover, indications are often misleading and must be carefully checked against all available intelligence. This is particularly important to combat deception.
- (c) Success in cryptanalysis depends largely upon linkage with known facts. This requires a constant and prompt feedback of all available information about enemy and own operations. Traffic analysis also contributed greatly to this linkage.
- (d) Cryptanalysis must progress hand-in-hand with decryption. Once a break is obtained in a code, cryptanalysis begins to produce information. First words, then phrases, then sentences become intelligible. Information is at first only suggested, then gradually increases in certainty and in amount as cryptanalysis progresses. Information thus results from the combined processes of decryption of known values plus cryptanalysis to recover the remaining

unknown values. In the case of ciphers, new keys are constantly having to be recovered. Actually cryptanalysis is seldom completed before new codes or ciphers are placed in effect.

- (e) In working with foreign languages, the later processes of cryptanalysis cannot be performed without the aid of translators.
- (f) Work loads are variable, depending upon the frequency with which systems are changed and their resistance to attack. Personnel skilled in the various phases of the work must be available for use wherever needed most in the attack.
- (g) And lastly, only the final product - intelligence - counts. Each function plays an essential part in producing the result.

4. In order to improve the present situation, I strongly recommend that the following steps, listed in their order of importance, be taken as soon as possible:

- (a) Assume active coordinating control at the Navy Department of all Intercept Stations, D/F nets, and Decrypting Units.
- (b) Organize within the Communication Intelligence Section an adequate information group for correlation and interpretation of communication intelligence and for supply of collateral information to cryptanalysts.
- (c) Provide for a more direct flow of intelligence to the main intelligence coordinating center and to operational authority, with adequate security provisions.
- (d) Begin intercepting as much Orange Naval traffic as possible on the West Coast in order to
  - (1) Back up Hawaii in event Corregidor is lost.
  - (2) Be prepared for any attempted invasion of Alaska.
  - (3) Obtain material for the Washington Decrypting Unit.
- (e) Separate all security activities from intelligence activities and place in charge of the latter an officer thoroughly trained and experienced in the entire field of communication intelligence who can devote his entire time to administration and control of this activity.

~~SECRET~~

- (f) Reorganize the Communication Intelligence Section along the following lines:
- GROUP A - Control and Coordination of Intercept Stations, D/F nets, and Decrypting Units.
  - GROUP B - Combat Intelligence obtainable by methods short of cryptanalysis.
  - GROUP C - Intelligence obtainable only by cryptanalysis.
  - GROUP D - Information correlation and interpretation.
  - GROUP E - Planning, training, personnel, equipment, research, and routine administration (this group may be separated from others if necessary.)
- (g) Organize Groups B, C, and D for priority handling of all information immediately available or quickly obtainable.
- (h) Provide adequate communication facilities between all naval communication intelligence activities.
- (i) Arrange for more definite cognizance and closer coordination among all intercept, D/F, and monitoring activities of the Government and allies to improve coverage.

5. It has been my experience in administrative capacities both in Washington and in the Orient, and I cannot emphasize it too strongly, that there must be a central coordinating authority for all communication intelligence activities, except those of a mobile nature designated to operate with and for forces afloat. All officers who have served in any outlying activities have expressed the same opinion. The field to be covered is so great, the qualified and experienced personnel so few, and intercept stations often so far removed from sources of material, that only by the closest possible coordination can we hope to accomplish what is necessary. Success in this work, furthermore, depends very largely upon quick and frequent exchange of "background" and technical information among all units so that traffic may be efficiently intercepted, stations identified, and the vital collateral information made available to those who must have it. It was only after we began this sort of coordination that we were able to achieve any practical success at all in our work, and it is vital to future operations.

~~SECRET~~

~~SECRET~~

6. With regard to the proposed transfer of personnel to Hawaii, I should like to point out that:

- (a) Seventy-six officers and men assigned to R.I. work are now at Corregidor. This group includes some of the most experienced and valuable personnel in the Navy.
- (b) If Corregidor is lost --
  - (1) Our R.I. activities will suffer a severe set-back.
  - (2) Only one intercept station and decrypting Unit (Hawaii) will be covering Orange Naval traffic.
- (c) Washington is now dependent for material upon what can be forwarded from Hawaii plus some that is intercepted at Bainbridge and at Cheltenham.
- (d) The British unit at Singapore has been compelled to move to Colombo.

7. In order to back up the Hawaiian unit and provide necessary material for analysis at the Navy Department, it is essential that at least one station on the West Coast cover Orange Naval traffic. Original plans envisaged an offensive war in the Western Pacific. Present indications are that the war may be defensive in nature for at least a year, with a probable if not certain attack on Alaska. Some Intercept Station should be prepared to cover this area without disrupting the present organization, or at least affecting efficiency, as would now be the case. My own conviction is that in the present situation Hawaii should be concerned chiefly with combat intelligence, and that the Research Section in Washington should assist it as much as possible until we can begin to assume the offensive more definitely in the Pacific. The Hawaiian affair should teach us that the impossible can still happen.

8. Experience in working on Orange operations in the past has repeatedly indicated that correlation and interpretation of communication intelligence requires much training, experience and skill in this special field. Indications which are very significant to persons so qualified often have no meaning to others, and may have no significance or be misleading to anyone unless correlated with other information. It is for these reasons that I also lay much stress on the creation of an adequate information correlating group within the communication intelligence organization. The output of this group should, of course, be subject to such correlation and evaluation as may be necessary at the main intelligence and operating centers.

/s/ J. N. WENGER

~~SECRET~~

## U. S. NAVAL COMMUNICATION INTELLIGENCE STAFF ORGANIZATION

CHART I

~~CONFIDENTIAL~~~~CONFIDENTIAL~~~~CONFIDENTIAL~~~~CONFIDENTIAL~~

Assistant Director  
Naval Communications  
for  
COMMUNICATION INTELLIGENCE  
(OP-20-G)  
plan and operate  
U. S. Naval Communication  
Intelligence Organization  
DIRECTION and LIAISON

SECRETARY  
(G-8)

HISTORIAN  
(G-7)

OPERATIONS  
(G-1)

PERSONNEL  
(G-2)

FACILITIES  
(G-3)

RESEARCH  
(G-4)

INFORMATION AND  
SECURITY  
(G-5)

COMMUNICATIONS  
(G-6)

Intercept Control  
and  
Traffic Exchange

Complements

Stations

Cryptanalytical  
Research

Intelligence  
Coordination

Radio

D/F and  
Emission  
Identification

Procurement and  
Distribution

Equipment

Radio Engineering  
and Research

Compilation and  
Dissemination

Cable and  
Landline

Processing

Promotion

Material  
Allowances

Mathematical  
and Physical  
Research

Procurement & Dis-  
tribution of Collat-  
eral Information

Traffic

Production of  
Intelligence

Training

Material  
Procurement  
Distribution

Machine Research

Security

Cryptographic  
Aids

Records

Records

Statistical  
Research

Approved  
6 Nov 1944

---JOSEPH R. REDMAN---  
Rear Admiral U.S.N.

ENCLOSURE (C)



~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

OFFICER IN CHARGE  
(OP-20-3)

TECHNICAL ASSISTANT  
(3-G-10)

ADMINISTRATIVE ASSISTANT  
(3-G-20)

PACIFIC OPERATIONS  
(3-G-11)

ATLANTIC OPERATIONS  
(3-G-12)

STATISTICAL MACHINERY  
(3-G-13)

ADMINISTRATION  
PERSONNEL & MATERIAL  
(3-G-20)

STRATEGIC INTELLIGENCE  
(3-G-50)

COMMUNICATIONS &  
TRAFFIC DISTRIBUTION  
(3-G-60)

Intercept Control  
(3-GD-P)

Intercept Control  
(3-GD-A)

Traffic Analysis  
D/F and RFP  
(3-GT-P)

Traffic Analysis  
D/F and RFP  
(3-GT-A)

Cryptanalysis  
and  
Decryption  
(3-GY-P)

Cryptanalysis  
and  
Decryption  
(3-GY-A)

Translation  
(3-GZ-P)

Translation  
(3-GZ-A)

Correlation  
and  
Dissemination  
(3-GI-P)

Correlation  
and  
Dissemination  
(3-GI-A)

Secretariat  
(3-GB)

Supply  
(3-GQ)

Personnel Records  
Train. & Allocation  
(3-GR)

Senior Wave  
Assistant  
(3-G-21)

First Lieutenant  
(3-G-22)

Security  
(3-G-23)

Morale  
(3-G-25)

Transportation  
(3-G-26)

Navy Dept. Liaison  
(3-G-27)

Intelligence  
Compilation  
(3-G-51)

Collateral  
Information  
(3-GL)

Dipl. Correlation  
& Dissemination  
(3-GI-D)

Communications  
(3-GC)

Traffic Center  
(3-GW)

ENCLOSURE (D)

Approved  
6 Nov 1944  
- JOSEPH R. REDMAN -  
Rear Admiral U.S.N.

In reply refer to Initials  
and No.

Op-20-G/jac

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON

*File  
Navy Organization*

~~CONFIDENTIAL~~~~CONFIDENTIAL~~


17 November 1944

MEMORANDUM FOR COL. W. PRESTON CORDERMAN (ATTN: MR. WM. FRIEDMAN)

Subj: Reorganization of Op-20-G.

- Encls: (A) Communications Division Order No. 106-44, Subj: Reorganization of Op-20-G, dated 13 Nov 1944.  
(B) Directive from Deputy DNC, Subj: Communication Intelligence, dated 2 Nov 1944.  
(C) Chart I - U.S. Naval Communication Intelligence Staff Organization.  
(D) Chart I-A - U.S. Naval Supplementary Naval Activity, Washington, D. C.

1. Enclosures (A), (B), (C), and (D) are forwarded for your information.
2. Detailed descriptions of the functions of Op-20-G and Op-20-3 are being prepared and will be sent to you later.

  
J. N. WENGER,  
Captain, U.S. Navy

Op-20-A-bm

13 November 1944

COMMUNICATIONS DIVISION ORDER NO. 106-44.

Subj: Reorganization of Op-20-G.

1. The following reorganization became effective at 1200 on 6 November 1944:

- (a) Captain P. R. Kinney, USN, was designated Officer-in-Charge of the Washington Supplementary Activity and the Administration of the Naval Communications Annex (Op-20-3).
- (b) Captain J. N. Wenger, USN, was designated Assistant Director for Communication Intelligence (Op-20-G) with supervision of the entire U.S. Naval Communication Intelligence Organization.

/s/ ROY A. GANO,  
Captain, USN,  
Assistant Director of Naval Communications.

COPY

ENCLOSURE (A)

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D.C.

Op-20-1/mmw

2 November 1944

MEMORANDUM FOR: Captain Kinney  
Captain Wenger

Subj: Communication Intelligence Organization.

1. It is directed that the Communication Intelligence Activities at the Naval Communications Annex be organized in accordance with the following principles:

- (a) Captain Wenger as the Assistant Director of Naval Communications for Communications Intelligence (Op-20-G) with an organization to be located at the Naval Communications Annex.
- (b) Captain Wenger as Op-20-G will plan and operate the entire Communication Intelligence Organization.
- (c) Captain Kinney as Officer-in-Charge of the Naval Communications Annex will:
  - (1) Carry out the assigned functions of the Washington Supplementary Unit.
  - (2) Administrate the Naval Communications Annex in matters of logistic support, discipline, morale of personnel and the security, upkeep and maintenance of the buildings and grounds.

2. Submit a tentative organization showing functional duties to the Director as soon as practicable in order to accomplish the above principles.

/s/ J. V. MURPHY  
Captain, U. S. Navy  
Deputy Director of Naval Communications

COPY

ENCLOSURE (B)

## INDEX SHEET

File under No. 040 - ~~Army~~ Navy Date 21 Feb. 46

Subject: Proposal for more complete Liaison between  
Army, Navy & State Depts.

From: AS-14

To: DCR

Classification: ~~Secret~~

Synopsis:

Document filed under No. 040. - State Dept.

File under No.

040 Navy

Date

21 May 46

Subject:

Proposal for more Complete Liaison  
between Army, Navy & State Depts.

From:

AS-23

To:

AS-14

Classification:

~~Secret~~

Synopsis:

Document filed under No.

040 - State Dept.

040  
Navy Dept

SUBJECT: Commendation

21 Feb 49

TO: Chief, AS-30  
Chief, AS-70

1. I have read with much interest the report of a conference arranged by Mr. Scott of Security Division, which was held on 14 January 1949 at these Headquarters, and which was attended by Mr. Flowers and Mr. Burke of the Naval Research Laboratories and Messrs. Barlow, Mitchell, and Moskowitz of Research and Development Division.

2. I am gratified at this instance of good cooperation leading to the possible extension of certain Army Security Agency developments to other fields of interest to the Armed Forces and desire that my personal commendation be passed on to the Army Security Agency personnel concerned.

Carter W. Clarke  
Colonel, Signal Corps  
Chief, Army Security Agency

*Harper*

*N1 Dyer Technical Director*

*Mason  
N-2  
Operations*

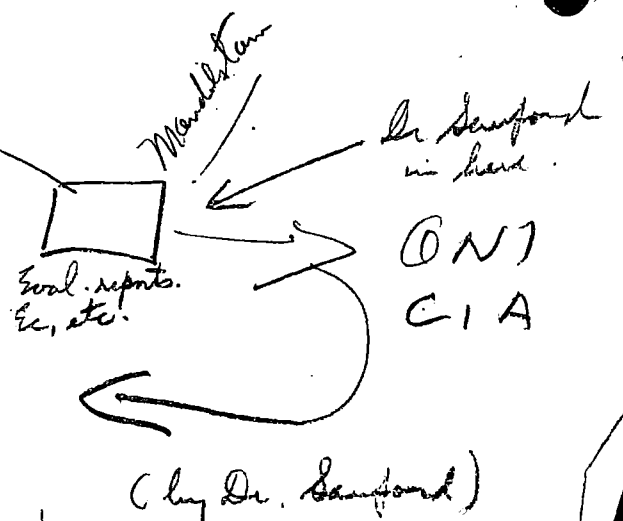
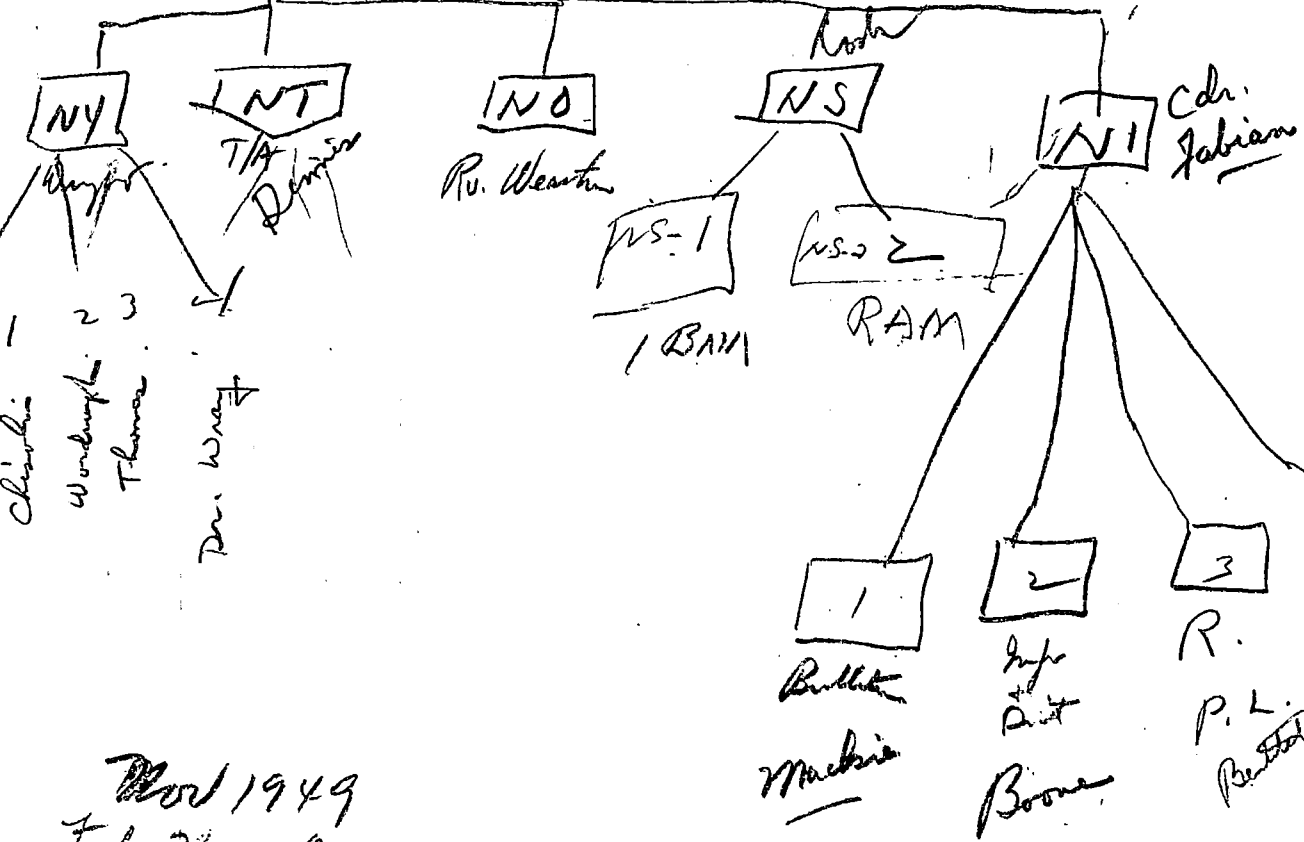
*Carrion  
N-3  
Special Crypt.  
Projects*

*Boyd  
N-4  
Plans &  
Security*

*R+D  
N-5  
Signal* ← *Planned  
Pendergrass  
in brief.*

*N31 Campaign  
N32 Direct  
N-33 Raven*

*62*  
*RU Dept*  
*Kelly* *Shinn*  
*AHLO Embassies*  
*Buff. Wray*



*Nov 1949  
File Harry Agon.*



## CROSS INDEX SHEET

File under No. *040-Navy*Date *21 July 47*

Type of Correspondence:

Subject: *Draft of Letter to Director of Naval  
Communications*

From:

To:

Classification:

Synopsis:

Document filed under No.

*Res. & Development 311.5*

File  
Code + Signal Section  
Navy Dept.  
Organization Chart

In reply refer to Initials  
and No.

OP-20-G

NAVY DEPARTMENT  
OFFICE OF CHIEF OF NAVAL OPERATIONS  
WASHINGTON

2 July 1935.

MEMORANDUM FOR MAJOR W.S. RUMBOUGH, U.S.A.

Subject: Organization Chart, Office of Naval  
Communications.

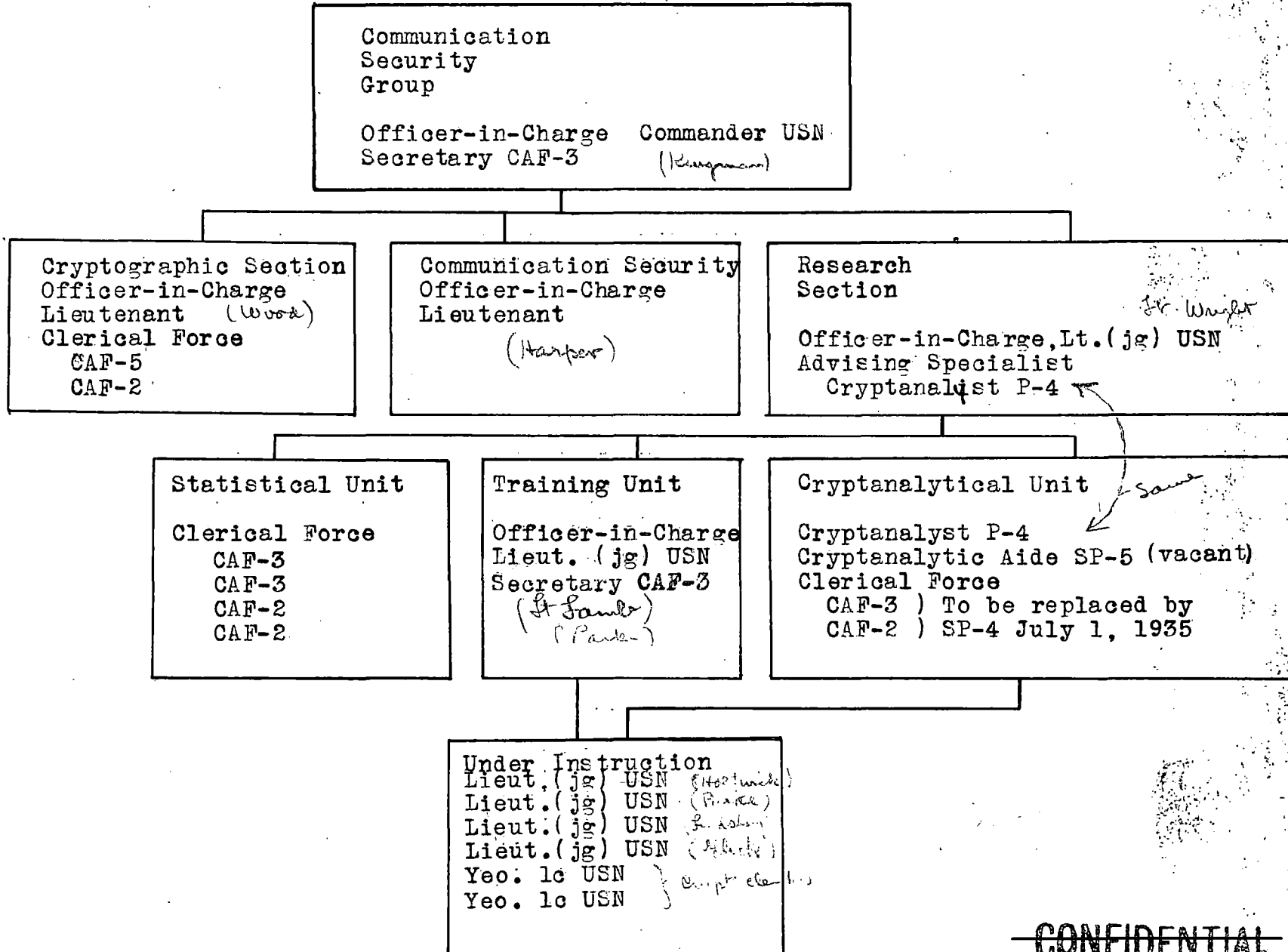
1. There is forwarded herewith one (1) copy of  
Office of Naval Communications Organization Chart, which  
was requested by you this morning.

2. Attention is invited to the fact that the  
right-hand part of the Chart which shows the details of  
organization within the "Communication Security Group" is  
classified as "Restricted".

*H.F. Kingman*

H.F. Kingman.

CHART OF ORGANIZATION UNIT



Registered Publication Section

Officer-in-Charge

Lieut. Commander

Clerical Force

CAF-6

CAF-4

CAF-2

CAF-2

CAF-2

to 60%

50% of work of this section is in connection with Cryptographic Publications.

1935 - \$75,000

1936 - \$500,000

1937 - \$110,000

• Aunts, spent by  
Navy for cipher  
apparatus -  
per Cmdr. Kugman  
July 18, 1935.

J.

*file*IN REPLY  
REFER TOWAR DEPARTMENT  
OFFICE OF THE CHIEF SIGNAL OFFICER  
WASHINGTON

8

July 18, 1935

MEMORANDUM FOR: Captain King.

Information from Commander Kingman this morning re amounts appropriated for purchase and construction of cipher devices and apparatus is as follows:

For FY 1935	-	\$75,000
1936	-	500,000
1937	-	110,000

*W. F. F.*

William F. Friedman.

July 18, 1935

MEMORANDUM FOR: Captain King.

Information from Commander Kingman this morning re amounts appropriated for purchase and construction of cipher devices and apparatus is as follows:

For FY 1935	-	\$75,000
1936	-	500,000
1937	-	110,000

William F. Friedman.

~~CONFIDENTIAL~~

8

July 26, 1935

MEMORANDUM FOR: Major Lindt, G-2, War Department.

There is attached hereto for your information a copy of certain data just obtained from the Code and Signal Section, Navy Department. They may be of considerable interest to G-2 in connection with your cooperation in defense of the Chief Signal Officer's estimates for signal intelligence activities, FY 1937.

This information was given for our confidential use by the Navy, in an effort to be of assistance to us.

W. S. Rumbough,  
Major, Signal Corps.

Attached:

Schedule of personnel.

Schedule of sums spent on cipher devices.

FILE

ENC. DATE 7/25/35

~~CONFIDENTIAL~~



18 July 1935.

Memorandum for Major Friedman.

CIVIL PERSONNEL ASSIGNED TO COMMUNICATION SECURITY GROUP  
PLUS CIVIL PERSONNEL ASSIGNED TO RELATED ACTIVITIES AS  
OF 1 JULY 1935.

Officer Personnel

<u>OP-20-G</u>						
Administrative	1	CAF 3	\$1980	Miss Kasher	1 Cdr.	
<u>OP-20-GC</u>						
Cryptographic	{	1	CAF 5	2100	Miss Staley	1 Lt Cdr.
		1	CAF 2	1740	Mrs Shallock	
<u>OP-20-GY</u>						
Cryptanalytic	{	1	P-4	4000	Miss Driscoll	1 Lt Cdr.
		* 1	P-1	2000	Clark	
		* 2	SP-4	3240		
		1	CAF 3	1860		
		1	CAF 3	1740		
		1	CAF 3	1680		
		1	CAF 2	1620		
		1	CAF 2	1440		
	≠	1	SP 5	1800		
<u>OP-20-P</u>			19380		1 Lt Cdr.	
Reg. Pil.	{	1	CAF 6	2400	Arnone	
		1	CAF 4	1800		
		1	CAF 2	1680		
		2	CAF 2	3360		
			9240			
<u>OP-20-V</u>					1 Lt Cdr.	
Visual	{	1	CAF 2	1500	OP-20GS-1 Lt Cdr.	
				35,940	OP-20GX-1 Lt Cdr.	

\* Expect these positions will be filled in August, 1935.

≠ Authorized but will not be filled until July 1, 1936.

Radio Div (Sueng, Copher, Stinson) 1 Lt Cdr. 1 Lt.

*H.F. Kingman*

H.F. Kingman,  
Commander, U.S. Navy.

8 Officer  
19 Civilian  
27 total

CIVIL PERSONNEL ASSIGNED TO COMMUNICATION SECURITY GROUP  
PLUS CIVIL PERSONNEL ASSIGNED TO RELATED ACTIVITIES  
AS OF 1 JULY 1935.

			Officer Personnel
<u>OP-20-G</u>			
Administrative	1 CAF 3	\$1980	1 Cmdr.
<u>OP-20-GC</u>			
Cryptographic	1 CAF 5	2100	1 Lt. Cmdr.
	1 CAF 2	1740	
<u>OP-20-GY</u>			
Cryptanalytic	1 P-4	4000	1 Lt. Cmdr.
	* 1 P-1	2000	1 Lt.
	* 2 SP-4	3240	
	1 CAF-3	1860	
	1 CAF-3	1740	
	1 CAF-3	1630	
	1 CAF-2	1620	
	1 CAF-2	1440	
	** 1 SP-5	1800	
			1 Lt. Cmdr.
<u>OP-20-P</u>			
Reg. Pub.	1 CAF-6	2400	
	1 CAF 4	1800	
	1 CAF 2	1680	
	2 CAF 2	3360	
<u>OP-20-V</u>			
Visual	1 CAF 2	1500	1 Lt. Cmdr.
			OP-20-GS 1 Lt. Cmdr.
			OP-20-GX 1 Lt. Cmdr.
			Radio Div. 1 Lt. Cmdr. (Cipher De-1 Lt. vices)

\* Expect these positions will be filled  
in August, 1935.

\*\* Authorized but will not be filled until  
July 1, 1936.

July 18, 1935

Memo for Capt. King:

Information from Cdr. Kugman this morning re amounts appropriated for purchase and construction of cipher devices and apparatus is as follows:

FY	1935	-	\$75,000
	1936	-	\$500,000
	1937	-	110,000

W. Z. Z.

JOB SHEET DESCRIPTIONSSub-ProfessionalSP-4, Assistant Cryptanalyst's Aide

- (1) Under direct supervision.
- (2) Preparing naval cryptographic material from cryptanalysis; examining for outstanding characteristics; making frequency counts; related clerical work.
- (3) None at present but will assist in training and supervision of personnel engaged in work of a similar nature.
- (4) Position requires knowledge of most significant naval secrets, considerable training and utmost loyalty and discretion.

SP-5, Cryptanalyst's Aide

- (1) At the outset, work will be performed under immediate supervision; as the employee develops in the work on which engaged, it will be performed to a large extent upon his own responsibility.
- (2) To act as technical assistant in the development and application of electro-mechanical devices to naval cryptography & cryptanalysis, to aid in research in new cryptanalytic methods, and to participate in training exercises in the war-time operation of cryptanalytic units.
- (3) None at present but, as work develops, the employment and supervision of operations will be required.
- (5) Work is of a highly confidential nature, requiring utmost loyalty and integrity which must have been established by years of service. Considerable skill and mental agility are required due to the complexity and variety of the material handled.

## Job Sheet Descriptions

SP-6, Junior Cryptanalyst

- (1) Work will be performed under general supervision, and partly independently.
- (2) To perform cryptanalytic work requiring previous experience and training including the editing, classification, and preparation of studies of naval operations and cryptanalytical material as follows:
- (3) paration of studies of naval operations and cryptanalytical material as follows:
- (a) Research in solutions of codes and ciphers requiring the exercise of independent ingenuity..... 50%
- (b) Examining, classifying and analyzing naval information particularly as it affects and is affected by naval communications and cryptography..... 30%
- (c) Assembling and collating all information in a form available and usable as collateral information for cryptanalysts..... 20%
- (4) None at present but, in event of expansion, employee will supervise and train personnel engaged in work of similar nature.
- (5) Position requires knowledge of most significant naval secrets and thorough knowledge of naval communications and operations in general. Utmost loyalty and discretion are mandatory, and must have been established by years of service.
- (6) This employee is required to make studies and carry through to completion certain problems, under broad general instructions, in which he formerly assisted in the solution.

## Job Sheet Descriptions

ProfessionalP-1, Junior Cryptanalyst

- (1) At the outset work will be under immediate supervision. As the employee develops in the work on which engaged, her work will be performed to a large extent on her own responsibility.
- (2) To complete a special course of instruction for cryptanalysts and, after the initial stages of such instruction, to assist in the technical phases of the work of the Research Division of the Communication Security Section as follows:
  - (a) Research in new cryptographic methods and machinery. 20%
  - (b) Research in solution of codes and ciphers. 70%
- (3) Participation in training exercises in the wartime operation of code and cipher solution units. 10%
- (4) No supervisory responsibility at present. In event of expansion, however, employee will supervise a large force of employees engaged in work of the same general nature.
- (5) Position requires high analytical and mathematical ability and demands the utmost loyalty and discretion.

P-2, Assistant Cryptanalyst

- (1) Work will be performed independently and under general supervision.
- (2) To perform cryptanalytic work requiring previous experience and training and, to a limited extent, the exercise of independent judgment as follows:
  - (a) Research in new cryptographic methods and machinery. 20%
  - (b) Research in solution of codes and ciphers. 70%
- (3) Participation in training exercises in the wartime operation of codes and ciphers. 10%
- (4) No supervisory responsibility at present; in event of expansion, however, employee will supervise a number of employees engaged in work of same general character.
- (5) Position requires high analytical and mathematical ability and demands utmost loyalty and discreetness.

## Job Sheet Descriptions

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### P-3, Associate Cryptanalyst

- (1) Work to be performed independently and under general supervision.
- (2) To perform cryptanalytical work requiring previous experience and training, a good knowledge of several languages, and the exercise of independent judgment and ingenuity as follows:
  - (a) Original research in solution of codes and ciphers..100% (independent of work of other professional cryptanalysts now employed).
- (3) None
- (4) Share supervision of 5 to 10 persons performing duties corresponding to those of cryptanalysts' aides (SP-4 to SP-8). Intermittently in full control of work of these persons. In case of expansion in national emergency, supervise work of junior and assistant cryptanalysts.
- (5) Position requires exceptional intelligence, high analytical and mathematical ability, facility in foreign languages, and active imagination, and demands utmost loyalty and discretion.

### P-6, Cryptanalyst

Plans, invents and discovers methods of attack and carries out and reports upon certain highly difficult problems in the field of cryptanalysis.

The job requires a great deal of experience in the field as well as an intimate knowledge of the methods used in the past. The incumbent must also organize and direct the work of highly technical assistance.

JOB SHEET DESCRIPTIONSSub-ProfessionalSP-4, Assistant Cryptanalyst's Aide

- (1) Under direct supervision.
- (2) Preparing naval cryptographic material from cryptanalysis; examining for outstanding characteristics; making frequency counts; related clerical work.
- (3) None at present but will assist in training and supervision of personnel engaged in work of a similar nature.
- (4) Position requires knowledge of most significant naval secrets, considerable training and utmost loyalty and discretion.

SP-5, Cryptanalyst's Aide

- (1) At the outset, work will be performed under immediate supervision; as the employee develops in the work on which engaged, it will be performed to a large extent upon his own responsibility.
- (2) To act as technical assistant in the development and application of electro-mechanical devices to naval cryptography & cryptanalysis, to aid in research in new cryptanalytic methods, and to participate in training exercises in the war-time operation of cryptanalytic units.
- (4) None at present but, as work develops, the employment and supervision of operations will be required.
- (5) Work is of a highly confidential nature, requiring utmost loyalty and integrity which must have been established by years of service. Considerable skill and mental agility are required due to the complexity and variety of the material handled.



Job Sheet Descriptions  
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  - (b) Examining, classifying and analyzing naval information particularly as it affects and is affected by naval communications and cryptography..... 30%
  - (c) Assembling and collating all information in a form available and usable as collateral information for cryptanalysts..... 20%
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  - (b) Research in solution of codes and ciphers. 70%
- (3) Participation in training exercises in the wartime operation of codes and ciphers. 10%
- (4) No supervisory responsibility at present; in event of expansion, however, employee will supervise a number of employees engaged in work of same general character.
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## Job Sheet Descriptions

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  - (a) Original research in solution of codes and ciphers..100% (independent of work of other professional cryptanalysts now employed).
- (3) None
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The job requires a great deal of experience in the field as well as an intimate knowledge of the methods used in the past. The incumbent must also organize and direct the work of highly technical assistance.

~~CONFIDENTIAL~~Op-20-G (GA/pb)  
A3-2(3)~~CONFIDENTIAL~~

June 24, 1942.

OP-20-G SECTION ORDER NO. 17:

Subject: Cognizance and Functions of Sub-sections of Op-20-G.

1. The cognizance and functions of the various sub-sections of Op-20-G, and where necessary, the relationship between certain sub-sections, are as follows:

20-G: Officer-in-Charge, Radio Intelligence Section.

- (1) General coordination and liaison.

20-GA: Administration and Technical Direction.20-GA-1: Administrative Assistant to 20-G and 20-GA.

- (1) Routine administrative matters.
- (2) Space assignment.
- (3) Space repairs and alterations. (Includes electrical wiring work requests, etc.)

20-GA-2: Security Assistant.

- (1) Establishment of adequate sentry posts.
- (2) Provisions of safe stowage for classified materials.
- (3) Air raid precautions.
- (4) Blackout provisions.
- (5) Fire prevention measures.
- (6) Destruction of waste and other discarded materials.
- (7) Precautions for safe local delivery of classified materials.
- (8) Supervision of security inspections.
- (9) Security education of personnel.
- (10) General security improvement.

20-GB: Correspondence.

- (1) Receiving, recording, routing, and delivery of all correspondence.
- (2) Maintenance of correspondence files for entire section. (Where desirable, technical files will be maintained by the sub-section concerned, with record thereof in GB files.)
- (3) Follow-up on outstanding correspondence requiring action.
- (4) Stenographic service for entire section, including smooth write-up of rough drafts prepared by the various sub-sections.
- (5) Internal messenger service for entire section.
- (6) Secret and Confidential messenger service within Op-20.

~~CONFIDENTIAL~~~~CONFIDENTIAL~~20-GB (Continued)

- (7) Maintenance of custodial records of all registered publications drawn by Op-20-G (Includes quarterly inventories and reports to Op-20-P.)

20-GC: Communications.

- (1) Encryption and decryption of dispatches to and from other units of U.S. and Allied radio intelligence organizations.
- (2) Receiving, recording, routing, and delivery of all dispatches coming to or leaving Op-20-G.
- (3) Follow-up on any dispatches requiring action.
- (4) Maintenance of files of all dispatches addressed or routed to, or originated by, Op-20-G.
- (5) Officer messenger service.
- (6) Traffic time and volume studies as required.

20-GD: Counter Measures.

## (1) Deception:

- (a) Collection and maintenance of files on all information obtainable in connection with the subject of DECEPTION.
- (b) Preparation of general plans for communication deception.
- (c) Study of all available information with respect to enemy methods of communication, with a view towards developing counter-measure plans.
- (d) Follow-up on all reports indicating the possible use of deception by the enemy.

## (2) Authentication:

- (a) Study and investigation of methods for authenticating Naval communications.
- (b) Improvement of existing authentication systems and methods.

20-GF: East Coast Strategic D/F Net Control.

- (1) Operative control of the East Coast Strategic Radio D/F net.
- (2) Collection of bearing reports from the above net and reduction to specific information for delivery by GC watch officers to offices concerned.
- (3) Maintenance of records and submission of periodic reports on individual stations and over-all performance of the East Coast D/F net.

20-GH: War Diary.

- (1) Maintenance of War Diary for Office of Naval Communications.
- (2) Maintenance of Secret Supplement to War Diary, for Op-20-G.

~~CONFIDENTIAL~~~~CONFIDENTIAL~~20-GI: Combat Intelligence:

- (1) Reception and collation of:
  - (a) Translations of decrypted and plain enemy dispatches produced by 20-GZ.
  - (b) Traffic analysis results produced by 20-GT.
  - (c) D/F data from D/F nets.
- (2) Formulation of decryption and traffic intelligence from the material received as indicated in paragraph (1), and dissemination to other Radio Intelligence Centers.
- (3) Internal dissemination of all pertinent radio intelligence and collateral information received by 20-GI which would be helpful to the other sub-sections of Op-20-G in the performance of their respective duties.
- (4) Reception, collation, correlation, and interpretation of all radio intelligence and collateral information received from:
  - (a) Local 20-G functions. (Results of formulation indicated in paragraph 2, above.)
  - (b) Reports from RI units in the field.
  - (c) Allied special intelligence reports.
  - (d) Operational dispatches and reports to OPNAV and COMINCH.
  - (e) Reports from ONI, FBI, FCC, Coast Guard, and other U.S. and foreign governmental agencies.
- (5) Preparation and dissemination to COMINCH and ONI of combat radio intelligence.
- (6) Maintenance of charts indicating the current positions of enemy naval forces and the current flow of enemy radio traffic as determined by radio intelligence, together with the current positions of major U.S. and Allied naval units in the more important operational areas.

20-GL: Collateral Information:

- (1) Acquisition, classification, and filing of collateral information necessary or convenient to the process of decryption and translation, and the production of intelligence.
- (2) When requested, obtaining from other Divisions, departments, and local government agencies or activities particular items of information not contained in own files.
- (3) Obtaining charts, documents, books, etc. for those 20-GI, 20-GY, and 20-GZ collateral information files which, due to the necessity for constant reference, are maintained by those sections rather than by 20-GL.
- (4) Liaison with ONI in procurement of items of information not available locally.

~~CONFIDENTIAL~~~~CONFIDENTIAL~~20-GM: Technical Section.

- (1) Cryptanalytical Research.
  - (a) Maintenance of files of theoretical cipher solutions.
  - (b) Investigation of new methods of cipher solutions.
  - (c) Method studies on cryptanalytic solutions.
- (2) Ionospheric data:
  - (a) Determination of its application to radio intelligence problems.
- (3) D/F performance research.
- (4) Research into transmitter and operator identification methods and range estimation methods.
- (5) Development of cryptanalytical machinery, including IBM equipment:
  - (a) Maintenance of files on development and procurement of experimental machinery.
  - (b) Liaison with development agencies.
- (6) Maintenance of research library and records.
- (7) General research in decryption of non-Morse radio systems.
- (8) Research in new RI methods.

20-GP: Personnel.

- (1) Classification, assignment of officer, enlisted, and civilian personnel in the local departmental organization of Op-20-G.
- (2) Maintenance of a complete file on all Op-20-G personnel, both at the Department and in the field. This includes all correspondence concerning personnel.
- (3) Promotion of enlisted and civil service personnel:
  - (a) Preparation and supervision of examinations for advancement in rating of enlisted personnel.
  - (b) Job-analysis and re-allocation of civil service CAF personnel.
  - (c) Execution of clerical and stenographical duties connected with promotions of civil service and enlisted personnel.
- (4) Liaison with Op-20-L on matters concerning personnel procurement, transfers, and promotions.
- (5) Collaboration with 20-GR on matters pertaining to officer and civil service procurement and training.
- (6) Preliminary indoctrination in SECURITY and execution of oath of secrecy of new personnel.
- (7) Liaison with ONI concerning investigations of personnel.
- (8) Rendering of any necessary assistance to GX and GY in maintenance of contact with personnel at outlying stations, regarding promotions, transfers, and any change of status.

~~CONFIDENTIAL~~~~CONFIDENTIAL~~20-GP (Continued)

- (9) Responsibility for the following routine personnel administration duties:
- (a) Maintenance of Op-20-G daily muster roll, and submission of reports of missing and hospitalized personnel to Op-19-A and BUPERS, as called for in current directives.
  - (b) Procurement and distribution of enlisted men's pay checks.
  - (c) Initiation of marking of quarterly marks cards, recording of marks assigned by sub-section heads, and forwarding of cards to Receiving Station.
  - (d) Procurement and distribution of Bureau of Naval Personnel training courses for enlisted men. (Includes Blue Jackets' Manuals).
  - (e) Preparation of leave requests and requests for permission to travel beyond the 40-mile radius around the Department.
  - (f) Preparation and distribution of night passes to authorized personnel.
  - (g) Keeping marine sentries' personnel card files up to date.

20-GQ: Equipment Procurement Section.

- (1) Procurement of equipment for the entire Radio Intelligence Organization.
  - (a) Preparation of requisitions for equipment.
  - (b) Follow-up on all requisitions and other procurement correspondence.
  - (c) Liaison with Op-20-S, BuShips, distributors, and manufacturers.
- (2) Assignment of equipment.
- (3) Maintenance of equipment records.
- (4) Procurement of repair, maintenance, and installation services for equipment.
- (5) Obtaining all office supplies for Section Op-20-G, as requested by sub-section heads.

20-GR: Personnel Training and Procurement.

- (1) Development and administration of correspondence courses in cryptanalysis.
- (2) Maintenance of Indoctrination Schools for Op-20-G.
- (3) Scheduling, coordination, and provision of facilities for language, mathematics, and cryptanalysis classes in 20-G.
- (4) Personnel training and procurement contacts with various women's colleges. (Handled for Op-20-G, Op-20-K)
- (5) Procurement of C-V(X), P and SP personnel (including follow-up on commissioning of new C-V(X) officers and certification of new P and SP personnel.).
- (6) Collaboration with 20-GP on the above.



~~CONFIDENTIAL~~~~CONFIDENTIAL~~20-GS: Machine Processes.

- (1) Provision of cryptanalytical machine processing service for Op-20-GY.
- (2) Machine processing aid to other sub-sections of Op-20-G. (Requests for services made to 20-GS will be coordinated by 20-GY.)
- (3) When approved by 20-GA, provision of statistical aid to other sections of the Communication Division.

20-GT: Traffic Analysis:

- (1) Dissemination, as required, of any radio intelligence which can be derived from visual inspection of intercepted traffic and logs.
- (2) Study of all intercepted material in order to:
  - (a) Provide and maintain as complete a call-sign decryption service as possible.
  - (b) Determine structure of enemy communication systems by:
    - (1) Guard Lists.
    - (2) Frequency plans.
  - (c) Determine fleet organization.
  - (d) Provide all possible enemy information obtainable by methods short of cryptanalysis.
- (3) Decryption of headings of dispatches as directed by 20-GY.
- (4) Preparation of RI memoranda and data for RI's covering traffic analysis.
- (5) Dissemination of call-sign identifications, frequency data, and other traffic intelligence technical data to RI units and intercept stations.

20-GW: Traffic Receiving and Routing.

- (1) Receiving and segregation, by countries and systems, of all incoming traffic, regardless of source.
- (2) After segregation, routing of traffic as necessary for analysis.
- (3) Receiving, segregating, and routing of material associated with traffic:
  - (a) Shore intercept station rough logs.
  - (b) Ship search logs.
- (4) Maintenance of index of intercepted traffic.
- (5) Maintenance of a running analysis of current systems, covering initiation, probably type, external characteristics, and employment of enemy naval cryptographic systems.
- (6) Maintenance of a quantitative study of traffic flow for the purpose of deducing intelligence therefrom.

~~CONFIDENTIAL~~20-GX: Radio D/F and Intercept.

- (1) The assignment of intercept, RFP, TINA, R/E, and D/F tasks in accordance with the current directives.
- (2) Coordination of direction finder, RFP, TINA, R/E, and intercept operations.
- (3) General material planning and allowances for direction finder and intercept stations.
- (4) General personnel planning and allowances for direction finder and intercept stations.
- (5) Preparation of RI memoranda and RIP's dealing with interception and D/F work in foreign communications.
- (6) Training of intercept, RFP, TINA, R/E, and D/F personnel.

20-GY: Cryptanalysis and Decryption.

- (1) Assignment of cryptanalytical tasks in Op-20-G and in the U.S. Navy R. I. Units.
- (2) Coordination of decrypting efforts in Op-20-G and in U.S. Navy R. I. Units.
- (3) Decryption of traffic in solved or partially solved systems and forwarding of decrypted texts to 20-GZ for translation.
- (4) Preparation of RI memoranda and RIP's containing cryptanalytical information, including reconstructed cryptographic aids for use in decryption.
- (5) Exchange of technical data between Op-20-G and other RI units.
- (6) Personnel planning and allowances for cryptanalysts in U.S. Navy R. I. units.
- (7) Analytical equipment planning and allowances for U.S. Navy R.I. units. Collaboration with 20-GM in development of new analytical equipment.
- (8) Collaboration with GM in operation of rapid analytical machinery during development period.
- (9) Collaboration with 20-GZ on code recovery.
- (10) General supervision and coordination of functions of 20-GT, 20-GW, and 20-GS with 20-GY.

20-GZ: Translation and Code Recovery.

- (1) Language assistance to 20-GY decryption units.
- (2) Recovering of new code systems after initial processing by 20-GY, concentrating on this function until intelligible text is produced.
- (3) Translation of:
  - (a) Straight decryption obtained from 20-GY.
  - (b) Text produced by operation set forth in paragraph 2.
  - (c) Plain language messages.
- (4) Preparation of translations for dissemination and delivery to proper sub-section or outside activity.

20-GZ (Continued)

- (5) Dissemination of recovered code values and other technical translating data to other RI units.
- (6) Collaboration with U.S. Army on "division of labor" in connection with translation of certain types of diplomatic traffic.
- (7) Liaison with other government activities in the procurement, translation, and dissemination of clandestine communications.
- (8) Assistance to 20-GX and 20-GY in the preparation of RIP's.
- (9) Liaison with ONI on acquisition of language personnel, particularly Japanese linguists.

JOHN R. REDMAN

Copy to:  
All Sub-Sections.

~~SECRET~~

REF ID: A4148507

OFFICE OF THE CHIEF OF NAVAL OPERATIONS


28 September 1943

~~SECRET~~

MEMORANDUM FOR COLONEL S. P. COLLINS, USA:

Subject: Communication Intelligence  
Activities - Policy Letter.

1. Mr. Friedman from Arlington Hall has indicated a need for a copy of the policy letter issued by the VCNO on 19 April 1943, governing the Navy Communication Intelligence Organization.
2. Herewith I am forwarding to you the desired letter and will appreciate your acknowledging receipt thereof by memorandum to me.

  
E. E. STONE  
Captain, U. S. Navy

Col. S. P. Collins, USA  
Office of Chief Signal Officer  
SPSIS 3-C-340

*Received for*  
*F*

~~SECRET~~CopyIn reply to Op-3000/jac  
Serial 0833920NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON

APR 19 1943

~~SECRET~~

**From:** The Vice Chief of Naval Operations.  
**To :** The Commandant, FOURTEENTH Naval District.  
The Commander, SEVENTH Fleet.

**Subject:** Communication Intelligence Activities -  
Policy concerning operation and development.

**Reference:** (a) VCNO Secret Serial 0824620 of Apr 3, 1943  
(b) VCNO Secret Desp 182025 of Nov, 1942.  
(c) VCNO Secret Serial 0815720 of Mar 8, 1943.  
(d) COMINCH Secret Serial 00551 of Mar 25, 1943.

**Enclosure:** (A) U. S. Naval Communications Intelligence  
Coordination Chart dated April 8, 1943.

1. From time to time various directives have been issued covering matters of policy in the operation of the U. S. Naval Communication Intelligence Organization. Some of these directives initiated previously untried plans of operation. War experience has been sufficient to crystallize ideas which are herein combined into a general directive to serve as a basis for operation and development of the Communication Intelligence Organization.

2. MISSION. The primary mission of the U. S. Naval Communication Intelligence Organization is as follows:

- (a) To obtain from enemy communications all possible information regarding enemy policies, plans, strength, disposition, movements, probable intentions, and any other information of value to the United States and our Allies.
- (b) To disseminate this information through established channels to certain Operational and Intelligence authorities to whom the information may be useful; such dissemination to be made as directed from time to time by the Commander in Chief, U. S. Fleet or the Vice Chief of Naval Operations.

~~SECRET~~Op-20-G/jac  
Serial 0833920~~SECRET~~Subject: Communication Intelligence Activities -  
Policy concerning operation and development.  
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3. ORGANIZATION. In order to accomplish this mission the various U. S. Naval Communication Intelligence Activities are organized as illustrated in the attached chart, enclosure (A). The exact status of the Melbourne Communication Intelligence Center is set forth in reference (a).

4. CONTROL. The Washington Communication Intelligence Center (Op-20-G), under authority of the Vice Chief of Naval Operations, exercises control over the centers at Pearl Harbor and Melbourne as necessary to coordinate all efforts for maximum efficiency of the entire organization. Each of the latter two centers normally operates in accordance with general policies and specific assignments outlined by the Washington Center, and disseminates all information obtained to designated Fleet Commanders, to the other two centers and to other authorities as directed by the Vice Chief of Naval Operations.

5. The obtaining of Communication Intelligence is thus a combined enterprise of the entire Communication Intelligence organization in which each center plays its part, closely coordinated with the other two centers. This coordination and complete exchange of results between all Communication Intelligence Centers is essential because of:

- (a) The world-wide nature of radio communications;
- (b) The large number of communication circuits that must be covered;
- (c) The limited number of Communication Intelligence facilities and trained personnel available;
- (d) The increasing effectiveness of enemy security measures; and
- (e) The importance of background and collateral information in the correct interpretation of Communication Intelligence.

6. Because of the frequent necessity for quick re-orientation to meet swiftly changing situations and because of the importance of speedily disseminating the information obtained, it is recognized that the Fleet Commanders in the areas in which the Communication Intelligence Centers are located must

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Serial 0833920~~SECRET~~Subject: Communication Intelligence Activities -  
Policy concerning operation and development.  
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have certain latitude in directing the operations of the three Centers. These Commanders at times obviously must be able to obtain intelligence of a particular nature or from a particular source. They are accordingly authorized to divert temporarily the Communication Intelligence facilities in their respective areas of operational control from normal assignments, as necessary to obtain particular intelligence required. In case of diversions from coordinated operations, however, it is important that the Washington Center be advised so that the assignments of other facilities may be adjusted as necessary to accomplish effectively the general mission of the organization.

7. ALLOCATION OF TASKS. After more than a year of war operation, it has become clear that consolidation of effort should be the aim wherever possible. The problems of obtaining timely intelligence from communications have become so complex that only by the employment of large numbers of persons and highly complicated equipment can any information of current value ordinarily be produced. [Experience with small exploitation units has indicated that they have difficulty in functioning satisfactorily for want of proper background and collateral information which is available at each of the large Centers. In recognition of these facts, a trial reallocation of tasks was made by reference (b). Subsequent performance records have demonstrated that such a division of work was not only feasible but has actually resulted in an overall increase in production. The difficulties of keeping outlying centers supplied with personnel and improved equipment necessary to carry on major cryptanalytical efforts against frequently changing enemy systems have made it clear that the allocation of tasks established in reference (b) is sound, and this allocation is therefore re-affirmed:

- (a) In general, Communication Intelligence Operations in the Atlantic area will be directed primarily against German and Italian Naval and Clandestine communications, and secondarily against neutral European and Latin American Naval and Clandestine communications as the current situation requires. Operations in the Pacific and Asiatic areas will be directed primarily against Japanese Naval and Clandestine communications, and secondarily against other

~~SECRET~~Op-20-G/jac  
Serial 0833920~~SECRET~~

Subject: Communication Intelligence Activities -  
Policy concerning operation and development.

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Asiatic Naval and Clandestine communications as the situation requires. Commercial communications will be studied in accordance with their bearing upon the primary tasks assigned.

- (b) Cryptanalytical work for the Atlantic Area will be carried on by the Washington Center.
- (c) Cryptanalytical work on Japanese and other Asiatic communications will be allocated to Washington (Negat), Pearl Harbor (Hypo), and Melbourne (Baker) as follows:
- (1) Negat will investigate new enemy systems to discover initial breaks. However, Hypo and Baker should assist, as may be practicable, and whatever results are obtained by any unit will be reported promptly to the other two units.
  - (2) Negat will undertake the solution of enemy systems which require special equipment or a large amount of statistical data. This will apply to the bulk additive recovery in system JN 25, as well as to other difficult systems. Hypo and Baker, however, should assume some of this type of work, as may be practicable, but they should endeavor to reduce duplication of effort so far as possible. In this connection, it should be remembered that in war time the enemy might be able to eliminate or seriously disrupt one or more of our main Centers. Those remaining should be prepared to carry an increased work load, at least temporarily until any disrupted station can be restored.
  - (3) All three Centers will undertake spot recovery of incomplete solutions as necessary for reading traffic.
  - (4) Likewise, all three Centers will undertake code recovery of operational type codes.



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Subject: Communication Intelligence Activities -  
Policy concerning operations and development.

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- (5) Negat will undertake code recovery of administrative type codes, as well as the solution of any minor systems not covered by above allocations. Other Centers may assist on minor systems, if practicable and desirable to do so.
- (6) Negat will undertake the recovery of such obsolete systems as may be desirable.
- (7) All Centers will constantly search for cribs. This is particularly desirable on the part of any Center which has early access to initial traffic transmissions.
- (8) All stations will undertake the decryption of current traffic as a primary function.

In any of the above cases where doubt may exist as to work to be undertaken by Hypo or Baker, those stations should refer question to Negat for decision.

8. HIGH FREQUENCY DIRECTION FINDERS. Operations of the East Coast and Atlantic Strategic High Frequency Direction Finder Nets will be controlled by the Vice Chief of Naval Operations. Control of the West Coast and Pacific Nets will be as set forth in reference (c).

9. DISSEMINATION OF INTELLIGENCE. Dissemination of information by Communication Intelligence Centers will be as shown on enclosure (A), and in accordance with references (a), (c) and (d). Further dissemination may be made by the Centers as specifically authorized or directed by the Commander in Chief, U.S. Fleet, the Vice Chief of Naval Operations, or the Fleet Commander of the area in which the Center is located. The provisions of this paragraph are not intended to change any existing authorized special arrangements, particularly with the British.

10. ~~ENLISTED~~ PERSONNEL. All Communication Intelligence enlisted personnel is on the allowance of the Vice Chief of Naval Operations. No transfers to or from Communication Intelligence activities should be made without his authority. All recommendations for promotion should be forwarded to the Bureau of Personnel via the Vice Chief of Naval Operations (Op-20-G). Except for the Officers performing communication intelligence duties also are under the cognizance of the Vice Chief of Naval Operations.

Corrected  
by Dispatch.  
E.E.S.

~~SECRET~~Op-20-G/jac  
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foregoing, Communication Intelligence personnel matters will be administered by the designated Naval District Commandant, Fleet Commander or other designated authority for the Area in which the particular personnel is stationed (Commandant, FOURTEENTH Naval District for Hypo, and Commander, SEVENTH Fleet for Baker).

11. PERSONNEL ALLOWANCES. The personnel requirements for all stations will be subject to change from time to time, depending upon the nature and amount of work allotted to each. The personnel currently considered necessary for each major Center is indicated below. If any station is directed to assume a large additional work load - as might be the case if one of the three main Centers were suddenly eliminated - the Vice Chief of Naval Operations will endeavor to increase promptly the personnel at any station assuming the major additional load:

(a) Station Negat. An upper limit of 5000 has been placed on the personnel for Negat. It is expected that about 3000 persons will be employed at Negat by early Summer of this year. Any additional personnel employed thereafter will be determined by the nature and amount of enemy communications to be processed. About two-thirds of the total personnel at Negat will be enlisted WAVES. As WAVES qualify for details now filled by enlisted men, the trained enlisted men to be released from Negat will be utilized principally to build up Stations Hypo and Baker, as may be necessary.

(b) Station Hypo. An upper limit of 1149 has been established for Hypo, (including outlying stations under the Commandant, FOURTEENTH Naval District). This station will be the primary standby station for both Negat and Baker. The currently authorized personnel for Station Hypo is that existing on 9 December 1942 plus that indicated in Vice Opnav Secret Despatch 092035 of December 1942. This has been interpreted as follows:

Officers	101.
Enlisted	1048.

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Policy concerning operations and development.

Considering the allocation of work set forth above, and the trained personnel which will be available for transfer to Hypo, it is expected that Hypo will be built up to about 101 Officers and 800 enlisted men by the end of Summer, 1943. Personnel supplied thereafter will depend upon the work load to be required of Hypo.

- (c) Station Baker. An upper limit of 300 is hereby tentatively established for Baker (including Darwin). The present complement for this station is 30 officers and 174 enlisted men. This does not include the foreign personnel which is now attached to Baker. Recommendations as to additional personnel for Baker up to the limit established herein should be submitted via the Commander, SEVENTH Fleet to the Vice Chief of Naval Operations.

12. TRAINING. Pre-service training will be conducted by the Vice Chief of Naval Operations. Intercept and Direction Finder Operators' Schools will be maintained for the Atlantic Area at Cheltenham, Maryland, or Chatham, Massachusetts, and for the Pacific Area at Bainbridge Island, Washington, and Wahiawa, T.H. All activities will carry on such local training as is practicable.

13. MATERIAL. Allowances of equipment and procurement programs for Communication Intelligence Activities will be established by the Vice Chief of Naval Operations. Effort will be made to keep outlying centers and other activities supplied with the latest improvements insofar as is practicable.

14. EXPANSION, DEVELOPMENT AND RESEARCH. The Vice Chief of Naval Operations will direct expansion programs and will coordinate all research and development for Communication Intelligence purposes, including "RFP" and "TINA".

15. LIAISON. Liaison with Communication Intelligence Activities of other Government Departments and foreign nations will be maintained by the Washington Center except as specifically authorized by the Vice Chief of Naval Operations.

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16. Details concerning policy as set forth above will be subject to change hereafter, depending especially upon the nature, extent and location of enemy operations.

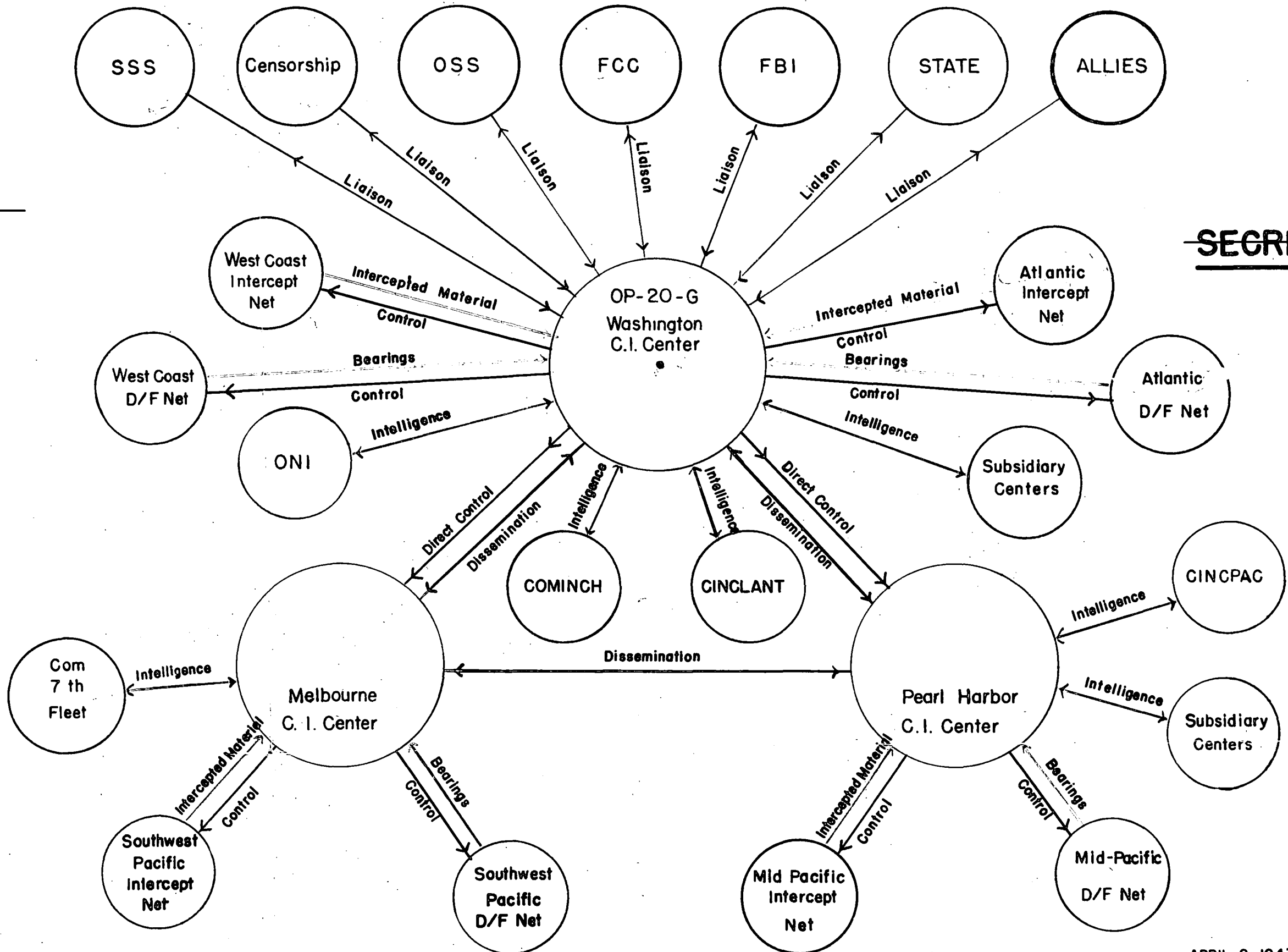
17. Transmission of this document by registered mail is necessary and authorized.

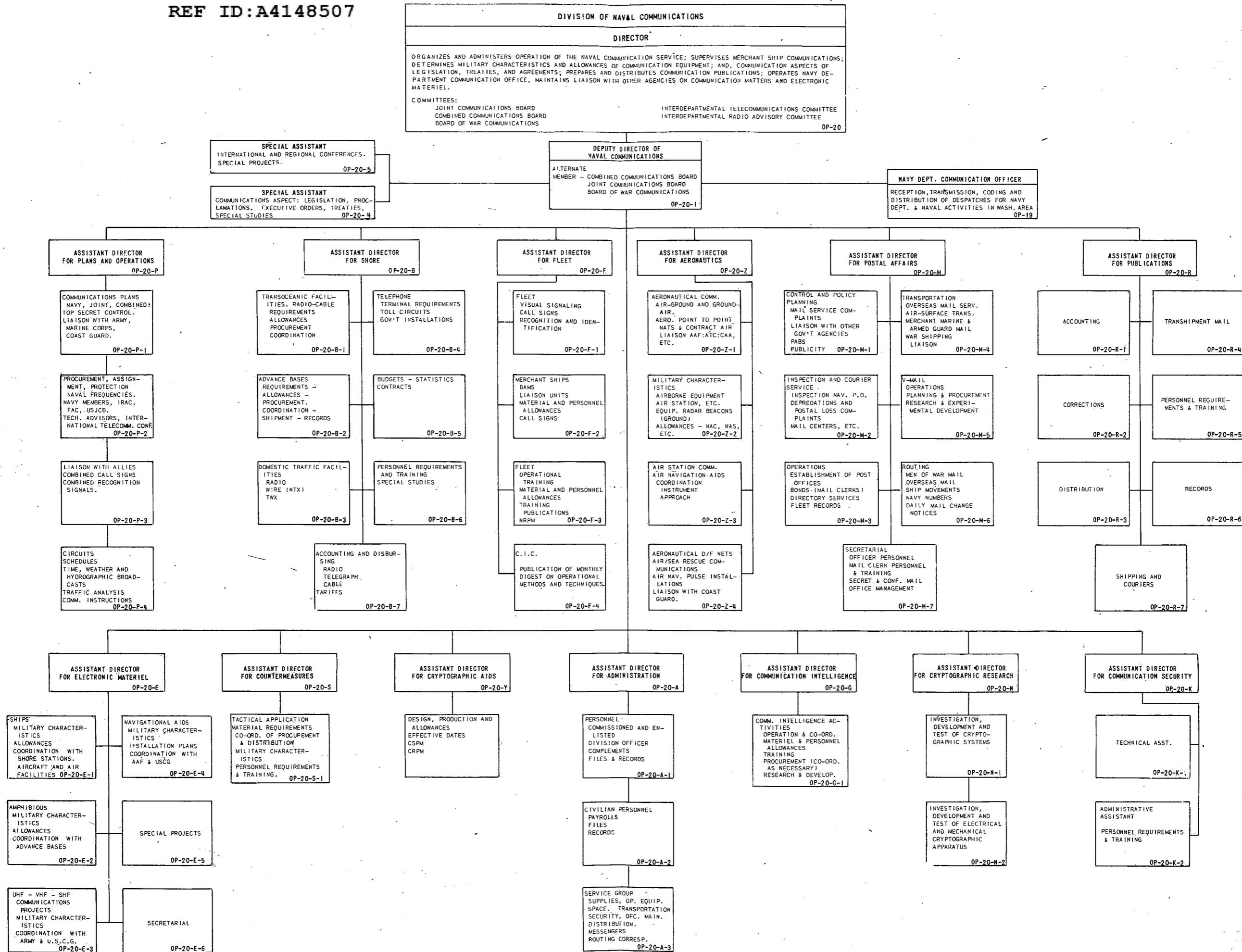
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CinCPac  
CinC Station "H"  
CinC Station "B".

13/ J. H. Newton  
Acting

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## INDEX SHEET

File under No. <sup>040</sup> ~~140~~ Navy Date 17 June 43

Subject: Navy Dept. requests for information

From: Carderman

To: DCR & chief, B Branch

Classification: Secret

Synopsis: Information <sup>on Jap Army systems</sup> will not be furnished Navy.

Document filed under No.

~~300~~ 6 AHS <sup>memos</sup> Memoranda  
17 June 43

Memos of the above date  
transferred to Lt.  
Fawcett's office

*Office Memorandum* · UNITED STATES GOVERNMENT

DATE: 12 June 1944

TO : Mr. Friedman  
FROM : Captain Safford  
SUBJECT: Organization of Division of Naval Communications.

1. All directives from Naval Communications to the Code & Signal Laboratory (Seiler's Shop) are cleared by Op-20-Y, who also coordinates priorities.
2. The Radio Division of BuShips is concerned chiefly with finances, procurement, and repairs of cryptographic devices.
3. Op-20-G comes into the picture as ordered by the D.N.C.
4. Op-20-K is supposed to test security and security measures (i.e. methods of using crypto systems) rather than invent new devices.
5. Latest Communications Organization Chart is attached.

L. F. Safford

File in  
Navy Organization File



~~SECRET~~Op-20-G/mg  
(SC)A3-2(3)~~SECRET~~

14 April 1944

MEMORANDUM FOR ALL SECTION HEADS:

Subj: Op-20-G's Subdivision Order No. 69.

1. Subdivision Order No. 69 will go into effect at 0800, 15 April 1944.

2. The following index of Op-20-G's attached Subdivision Order No. 69 may be of assistance to Section Heads concerned:

<u>TITLE</u>	<u>NAME</u>	<u>PAGE</u>
G	Capt. P. R. Kinney	1
G-1	Comdr. J. N. Wenger	1
G-10	Comdr. W. A. Wright	1
G-20	Comdr. R. N. McFarlane	1,4
G-21	Lieut. G. D. Peabody	6,7
G-22	Lieut. H. S. Critchlow	7
G-23	Lt. (jg) M. L. Smith	8
G-24	CRE S. B. Berkowich	8
G-25	Lieut. A. E. Koldewey	8
G-26	Lieut. A. H. Koldewey	9
G-27	Lt. Cdr. H. S. Harrison	9
G-30	Comdr. R. Mason	2,9
G-40	Comdr. B. F. Roeder	2,15
G-50	Comdr. H. T. Engstrom	2,17
G-60	Comdr. W. B. Braun	2,19
G-70	Comdr. L. T. Jones, USCG	2,22,23
G-80	<del>Lt. Cdr. H. S. Harrison</del> <i>Comdr. Rochefort</i>	2,23,24
GB	Lieut. J. A. Jamison	4,5,19
GC	Lt. Cdr. F. C. Alexander	2,19,20
GD-A	Comdr. B. F. Roeder	2,15
GD-P	Comdr. R. S. Hayes	2,9,10
GE	Lieut. H. H. Campaigne	17
GH	Lt. (jg) J. V. Connorton	2
GI-A	Comdr. B. F. Roeder	2,17
GI-D	Lt. Cdr. H. S. Harrison	2,23,24
GI-P	Comdr. G. W. Daisley	2,14,15
GJ	Lieut. W. C. Norris	18
GK	Lt. Cdr. D. H. Menzel	18
GL	Lt. Cdr. G. E. Boone	21
GM	<del>Comdr. H. T. Engstrom</del>	18,19
GQ	Lieut. L. E. Martin (SC)	5

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<u>TITLE</u>	<u>NAME</u>	<u>PAGE</u>
GR	Lt. Cdr. L. P. Smith	2,5,6
GS	Lt. Cdr. H. O. Hogan	22
GT-A	Lieut. M. B. Gillespie	2,15,16
GT-P	Comdr. J. R. Dennis	2,11
GU	Comdr. L. T. Jones, USCG	23
GV	Lt. Cdr. C. H. Taecker	19
GW	Lt. Cdr. W. F. Harrington	22
GX	Comdr. J. S. Cross	1,2,3
GY-A	Lt. Cdr. R. B. Ely	2,16,17
GY-P	Comdr. C. A. Ford	2,12,13
GZ-A	Comdr. B. F. Roeder	3,17
GZ-P	Comdr. R. Mason	2,13

PHILIP R. KINNEY

Copy to:  
All Sections

Op-20-G/jw  
(SC)A3-2(3)

14 April 1944

OP-20-G's SUBDIVISION ORDER NO. 69:

Subj: Cognizance and Functions of Sections Under Op-20-G.  
Ref: (a) U. S. Naval Communication Intelligence Organization.

1. This Subdivision Order supersedes Op-20-G Subdivision Order No. 67, dated 15 February 1944.
2. The cognizance and functions of the various departments and sections under Op-20-G, and the relationship between certain departments and sections, are as follows:

I - Assistant Director and Assistants.

20-G: Assistant Director of Naval Communications for Communication Intelligence.  
20-G-1: Operation and Planning (Technical).  
20-G-10: General Assistant to 20-G-1.  
20-G-20: General Assistant to Op-20-G for Administration.

II - Operations Coordination and Planning Staff.

The Staff is composed of officers stationed at Washington, who are fitted by experience and training to assist in the planning of future operations of the Communication Intelligence organization. The assistants to the Assistant Director as well as the officers in charge of the Fleet Radio Units at Pearl Harbor and Melbourne are ex-officio members. The Planning Staff, as a whole, will function principally as a coordination group with advisory powers. Small committees will be designated to plan specific new projects.

GX' (D/F and Intercept Facilities) has solely staff duties in connection with the coordination of Communication Intelligence activities, and these will be listed herein.

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The Staff includes the following members:

Officer in Charge, Fleet Radio Unit, Melbourne.Officer in Charge, Fleet Radio Unit, Pacific Area.G-30 - Pacific Theater.G-40 - Atlantic Theater.G-50 - Research.G-60 - Technical Services.G-70 - Clandestine.G-80 - ~~Diplomatic~~ Changed to Long term processing of bankGC - Communications.GD-A - Intercept Control.GD-P - Intercept Control.GH - Secretary of Staff.GI-A - Correlation and Dissemination (Atlantic).GI-D - Correlation and Dissemination (Diplomatic).GI-P - Correlation and Dissemination (Pacific).GR - Personnel.GT-A - Traffic Analysis.GT-P - Traffic Analysis.GX - (See end of list).GY-A - Cryptanalysis.GY-P - Cryptanalysis.

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Subj: Cognizance and Functions of Sections Under Op-20-G.  
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GZ-A - Translation.

GZ-P - Translation.

GX - D/F and Intercept Facilities.

- (1) Coordination of D/F, RFP, TINA, and intercept operations.
- (2) General material planning and allowances for direction finding and intercept stations.
- (3) General personnel allowances for direction finder and intercept stations and Communication Intelligence circuit operation.
- (4) Preparation of RI memoranda, RIP's and instructional recordings dealing with interception and D/F work in foreign communications.
- (5) Training of Communication Intelligence radiomen for duty at intercept and direction finder stations. Includes the training of radiomen as operators and maintenance men in connection with Communication Intelligence circuit operation.
- (6) Coordination of the preparation, revision and replacement of tracking codes and charts.
- (7) Conducting investigation, determining site, and initiating requests for the commissioning of new RI and D/F stations and the enlargement of existing stations, including necessary liaison with the various bureaus and offices of the Navy Department and with local authorities.
- (8) Recommendations for changes in D/F and intercept methods, personnel, and equipment to insure efficient operation.
- (9) Liaison for exchange of information regarding D/F and intercept methods and equipment.
- (10) Periodical inspection and servicing of Model DAB and DAJ direction finder equipment in the field.

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Subj: Cognizance and Functions of Sections Under Op-20-G.  
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III - The Washington Unit.

A. Administrative Department.

G-20 - Head of Administrative Department.

- (1) Coordination, allocation of duties, and direction of activities of GB, GQ, GR, G-21, G-22, G-23, G-25, G-26, G-27.
- (2) Planning for future personnel and material needs of the Communication Intelligence Organization activities.

GB - Secretariat (Administrative).

- (1) Stenographic service for entire subdivision, including smooth write-ups of rough drafts prepared by various sections.
- (2) Receiving, recording, routing, and delivery of all material, classified and unclassified, received by mail.
- (3) Maintenance of correspondence files for entire subdivision. (When desirable, technical files will be maintained by the section concerned, with record thereof in GB files.)
- (4) Follow-up on outstanding correspondence requiring action.
- (5) Internal messenger service for entire subdivision.
- (6) Maintenance of the N.C.A. end of the courier service, especially during the day; proper disposition of all material received from the Navy Department, and proper dispatch of all material sent from the Annex to the Navy Department.
- (7) Wrapping and mailing of both classified and unclassified material.
- (8) Mimeograph work for Op-20-G. (Includes cutting of stencils.)
- (9) Typing and printing of weekly BULLETIN.
- (10) Maintenance of War Bond Desk.

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- (11) Supervision of Red Cross, Community War Fund, Navy Relief, and other charitable drives.
- (12) Handling of appointments and donations to the Red Cross Blood Bank.

GQ - Supply.

- (1) Procurement, expediting and shipping of equipment, including all RIP-5 Publications, other than equipment requiring development or extensive modifications, for the entire Radio Intelligence Organization.
- (2) Follow-up on all requisitions and other procurement correspondence.
- (3) Liaison with Op-20-A-3, BuShips, Op-20-E, Navy Yard, WPB, BuSandA, Yards and Docks, and manufacturers on material procurement.
- (4) Reception of equipment for all Sections.
- (5) Maintenance of stock room for all Sections.
- (6) Maintenance of repair section for typewriters.

GR - Personnel Records, Training and Allocation.  
(Liaison with Op-20-A)

- (1) Preparatory training of civilians qualifying for duty or employment in Op-20-G or Op-20-K.
- (2) In-service training of officers, enlisted personnel, and civilian employees.
  - (a) Development and administration of correspondence courses in cryptanalysis.
  - (b) Cooperation with section heads in administration of special training programs.
  - (c) Training for advancement in rating or promotion.
  - (d) Advice to personnel on educational programs.
- (3) Operation of subdivision indoctrination school.

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Subj: Cognizance and Functions of Sections Under Op-20-G.  
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- (4) Classification and assignment to duty of personnel.
- (5) Maintenance of personnel records, including station complements and rotation of duty slates.
- (6) Preparation of correspondence concerning personnel for Op-20-A and liaison with that subdivision.
- (7) Administration of advancement in rating program.
- (8) Administration of appointment and promotion program.
- (9) Performance of duties assigned by the Division Officer (DNC) to the Assistant Division Officer (DNC).
- (10) Special personnel studies as assigned.

G-21 - Senior Wave Assistant.

General Functions.

- (1) To improve morale.
- (2) To foster uniformity in the handling of Wave affairs throughout N.C.A.
- (3) To interpret Navy policies and procedures to Wave personnel.
- (4) To perform such administrative duties as assigned by Op-20-G and Op-20-G-20.

Specific Functions.

- (1) Liaison between NCA and
  - (a) Wave Quarters "D"
  - (b) Naval Barracks
  - (c) Medical Department
  - (d) Chaplains
  - (e) Red Cross
  - (f) Op-20-A-1
- (2) Personal consultant for
  - (a) Section Heads on matters affecting Wave Personnel.
  - (b) Wave Representatives on problem cases.
  - (c) Individual Waves.



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- (3) Coordination of discipline records.
  - (a) Masts.
  - (b) Barracks reports.
  - (c) ONI reports.
- (4) A part in administrative decisions involving appearance, discipline, comfort or morale of Waves.
- (5) Supervision of inspections.
- (6) ONI Investigations of 20-G Wave Personnel.

G-22 - First Lieutenant (also Fire Warden and Air Raid Warden).

- (1) Maintenance of grounds and buildings.
- (2) Supervision of the work of Op-20-G-23 and Op-20-G-24.
- (3) Special Administrative assignments.
- (4) Cafeteria officer.
- (5) Treasurer of Naval Communications Annex Welfare Fund.
- (6) Liaison for new construction.
- (7) Space allocation.
- (8) Fire protection and defense.
  - (a) Liaison with Metropolitan Fire Department and Navy Department Fire Fighting officials.
  - (b) Administration and training of N.C.A. personnel in fire defense.
  - (c) Procurement and maintenance of N.C.A. fire fighting equipment.
  - (d) Fire prevention.
  - (e) Personnel safety (shelter areas).
- (9) Air Raid Protection.
  - (a) Liaison with Navy Department air raid officials.
  - (b) Administration and training of N.C.A. personnel in air raid defense.
  - (c) Procurement and maintenance of air raid defense equipment.
  - (d) Personnel safety (shelter areas).

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-----G-23 - Security Officer.

- (1) Physical Security.
  - (a) Liaison with Marine Detachment, N.C.A. Establishment, arrangement of, and orders for sentry posts.
  - (b) Supervision of and planning for the destruction of waste classified material.
  - (c) Procurement, distribution, and collection of identification badges.
  - (d) Issue of personal and property passes.
  - (e) Establishment and supervision of security, fire and messenger watches.
  - (f) Protection of restricted areas.
- (2) Personnel Security.
  - (a) O.N.I. investigations of 20-G male personnel.
  - (b) Authorization to handle secret and confidential material.
  - (c) Indoctrination of personnel in security.
  - (d) Liaison with Office of the Provost Marshal.
  - (e) Personnel safety (accident prevention) and first aid.

G-24 - Assistant Security Officer and Assistant Fire and Air Raid Warden.

- (1) Supervision of fire and security patrols throughout all buildings and grounds.
- (2) Liaison for new construction.
- (3) Inspection of all enlisted men.
- (4) Supervision of the showing of motion pictures.
- (5) Instruction of fire and first aid classes.

G-25 - Morale.

- (1) Custody and issue of recreation equipment.
- (2) Maintenance of athletic grounds and equipment.
- (3) Scheduling of athletic and social events.

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Subj: Cognizance and Functions of Sections Under Op-20-G.  
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G-26 - Transportation.

- (1) Supervision of station wagons for courier and passenger service between the Naval Communication Annex, Navy Building and other Naval activities.
- (2) Obtaining trucks for freight handling and special trips.
- (3) Rationing, billeting, other than those in Wave Quarters:
  - (a) Gasoline, B and C supplementary rations.
  - (b) Shoes.
  - (c) Food leave rations.
  - (d) Listing and procuring rooms for new personnel. Certification of applications for War Housing Projects.

G-27 - Navy Department Liaison.

- (1) Liaison between Op-20-G and War and Navy Departments.
- (2) Supervision of the officer courier system between the Navy Communications Annex and the Navy Department.

B. Pacific Theater Department.

G-30 - Head of Pacific Theater Department.

- (1) Coordination, allocation of duties, and direction of activities of GD-P, GT-P, GY-P, GZ-P, GI-P.
- (2) Planning for future developments in the Communication Intelligence Organization activities of the Pacific Theater department.

GD-P - Intercept Control (Pacific).

- (1) Operation of trans-Pacific coverage plan with collaboration of FRUPAC, FRUMEL, GCCS, COISEF (liaison with U. S. Signal Corps).

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- (2) Assignment of intercept coverage to West Coast Network and summarization of West Coast coverage results (liaison with GT-P, GW, GY-P).
- (3) Frequency material.
  - (a) Japanese Frequency Index - preparation and distribution.
  - (b) Japanese Coverage Plan - preparation and distribution.
  - (c) Liaison with Signal Corps, GD-A, GU and Op-20-P2 on other frequency material.
- (4) Ionospheric material.
  - (a) Preparation and distribution of seasonal coverage forecasts and other ionospheric material for trans-Pacific intercept and D/F operations, also such similar data as may appear desirable to GD-A for the Atlantic Theater.
  - (b) Records of ionospheric conditions at various points and assistance to I.R.P.L. in collecting and distributing such information.
  - (c) Analysis of radio receiving conditions and reports for C.I. use and distribution of storm warnings.
  - (d) Ionospheric research and liaison of an operational nature; and assistance to G-50 on pure research when desired.
- (5) 20-G radio communication circuits.
  - (a) Preparation and distribution of seasonal propagation designs.
  - (b) Procurement and assignment of frequencies in collaboration with GC, GX, and GT-A.
  - (c) Liaison with Op-20-P2.
- (6) Radio interference affecting 20-G activities -- investigation and remedial action with collaboration of Op-20-P2.

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(SC)A3-2(3)Subj: Cognizance and Functions of Sections Under Op-20-G.  
-----GT-P - Traffic Analysis, D/F and RFP (Pacific).

- (1) Study of intercepted radio traffic in order to:
  - (a) Provide all possible enemy information obtainable by methods short of cryptanalysis.
  - (b) Reduce call sign ciphers to basic elements or equivalents.
  - (c) Provide and maintain as complete a call-sign identification service as possible.
  - (d) Determine structure of Japanese communication system by:
    1. Guard lists.
    2. Frequency Plans.
  - (e) Solve procedure signs, operators' signals and other technical elements of Japanese Naval Communications.
  - (f) Determine Japanese Naval Organization.
- (2) Decryption and identification of call signs in headings of dispatches as required by other sections of Op-20-G.
- (3) Correlation and dissemination of call sign identifications, frequency data, and other technical data related to Japanese Naval Communications, from whatever source obtained to U. S. and Allied Communication Intelligence Units and Intercept Stations.

Analytical: RFP - TINA, D/F

- (1) Correlation of D/F bearings received from D/F stations through the Pacific area with traffic, analysis of transmitter and operators characteristics to produce intelligence and identifications.
- (2) Tabulation and cross filing of every D/F bearing obtained on any enemy transmission.
- (3) Consolidation of data on transmissions obtained by D/F bearing, frequency of transmissions, operator's characteristics, and transmitter characteristics.

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(SC)A3-2(3)Subj: Cognizance and Functions of Sections Under Op-20-G.  
-----GY-P - Cryptanalysis and Decryption (Pacific).

- (1) Identification, analysis and solution of all Japanese naval cryptographic systems plus Japanese Naval Attache, meteorological, commercial and liaison systems.
- (2) Rapid decryption of Japanese traffic in solved and progressively solved systems and forwarding of such decryptions to GZ-P for translation.
- (3) Coordination of Japanese cryptanalytic tasks among the various units, British and American, on the basis of current established policies.
- (4) Coordination and collaboration of work between Op-20-GY-P and other Op-20-G sections such as GS, GW, GT-P, GI-P and GY-A.
- (5) Recovery of meanings in the initial stages of code solution, up to the point where such solution can be profitably taken over by GZ-P; and continued collaboration with GZ-P on code recovery thereafter.
- (6) Logging traffic, decrypting and making up of work sheets for code recovery in unenciphered Japanese codes.
- (7) Total solution of all Japanese cipher systems that fall into classifications of paragraph (1).
- (8) Liaison with British and U. S. units for the exchange of technical cryptanalytic information and allocation of tasks.
- (9) Personnel planning and training for Japanese cryptanalytic functions in the U. S. Navy C.I. units.
- (10) Publication of R.I.P.'s containing reconstructed cryptanalytic materials and cryptographic aids.
- (11) Preparation and dissemination of notes on methods used in the tasks assigned to Op-20-GY-P.
- (12) Production and dissemination of cryptointelligence reports on Japanese secret communications.

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(SC)A3-2(3)Subj: Cognizance and Functions of Sections Under Op-20-G.  
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- (13) Identification and exploitation of cribs.
- (14) Exploitation and dissemination of captured documents of cryptanalytic significance.
- (15) Collaboration with Op-20-GM on the development of rapid analytical machinery, research into new methods of cryptanalysis and problems of security of R.I. secret communications.
- (16) Collaboration with Op-20-GD-P on the assignment of intercept facilities for obtaining essential Japanese traffic.
- (17) Dissemination of decrypted weather information to designated agencies.
- (18) Maintain a master list of all R.I.P. numbers and their short titles. Assignment of R.I.P. numbers to all new publications and devices which require registration.

GZ-P - Translation and Code Recovery (Pacific).

- (1) Language assistance to 20-GY decryption units.
- (2) Recovering of new code systems after initial processing by 20-GY, concentrating on this function until intelligible text is produced.
- (3) Translation of:
  - (a) Straight decryption obtained from 20-GY.
  - (b) Text produced by operation set forth in paragraph (2).
  - (c) Plain language messages.
- (4) Preparation of translations for dissemination and delivery to proper section or outside activity.
- (5) Dissemination of recovered code values and other technical translating data to other R.I. units (own and British).
- (6) Assistance to 20-GX and 20-GY in the preparation of R.I.P.'s.
- (7) Liaison with ONI on procurement of language personnel, particularly Japanese linguists.

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(SC)A3-2(3)Subj: Cognizance and Functions of Sections Under Op-20-G.  
-----GI-P - Correlation and Dissemination (Pacific).

- (1) Collation, correlation and interpretation of:
  - (a) Translations of decrypted and plain language enemy dispatches (Navy, Army, diplomatic and clandestine) produced by other sections of Op-20-G, the field units of the U. S. Naval Communication Intelligence organization, the U. S. Army Communication Intelligence organization, and Allied Communication Intelligence units.
  - (b) Information derived from analysis of enemy traffic by the same agencies as those mentioned in (a) above.
  - (c) Operational dispatches and reports to OPNAV and COMINCH.
  - (d) Collateral reports from COMINCH, ONI Army, FBI, Coast Guard, and other U. S. and foreign governmental agencies.
- (2) Dissemination to the field units of the U. S. Naval Communication Intelligence organization, and to certain major U. S. Naval commands afloat, of communication intelligence produced by Op-20-G and by the U. S. Army Communication Intelligence organization at Washington.
- (3) Dissemination to COMINCH and other duly designated officers in Washington of all communication intelligence of strategic or tactical importance received by Op-20-GI-P.
- (4) Dissemination to other sections of Op-20-G of all pertinent communication intelligence and collateral operational information received by Op-20-GI-P which might be helpful to said sections in the performance of their respective functions.



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- (5) Dissemination to Allied Communication Intelligence units of communication intelligence produced by the U. S. Naval Communication Intelligence organization which pertains to the areas wherein said Allied units are particularly interested.
- (6) Preparation for COMINCH and other duly designated officers of special reports based on communication intelligence.
- (7) Maintenance of master files of communication intelligence and collateral operational information for use by duly authorized officers of Op-20-G, COMINCH and Army G-2.

C. Atlantic Theater Department.G-40 - Head of Atlantic Theater Department.

- (1) Coordination, allocation of duties, and direction of activities of GD-A, GT-A, GY-A, GZ-A, GI-A.
- (2) Planning for future developments in the Communication Intelligence Organization activities of the Atlantic Theater department.

GD-A - Intercept Control (Atlantic).

See duties of GI-A.

GT-A - Traffic Analysis D/F and RFP (Atlantic).

- (1) Atlantic D/F:
  - (a) Operational control of the Atlantic Strategic HF D/F Net.
  - (b) Operational control and supervision of Continental East Coast stations of the North American HF and IF D/F Nets.
  - (c) Operation of Atlantic HF and IF Plotting Center, Washington.

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- (d) Operation of radio, teletype, and vario-plex circuits used primarily for collection and dissemination of D/F information.
  - (e) Preparation and dissemination of tracking instructions for Atlantic HF and IF D/F Nets.
  - (f) Maintenance and submission of periodic reports on individual D/F stations and over-all performance of Atlantic Strategic D/F Nets.
- (2) Codes and Charts:
- (a) Preparation, revision, and replacement of D/F tracking codes, and liaison with Op-20-Y and Admiralty in this regard.
  - (b) Preparation, revision, and replacement of D/F tracking charts, and liaison with Hydrographic Office and Admiralty in this regard.
- (3) Transmission Identification:
- (a) Operational control of Atlantic stations for RFP and TINA.
  - (b) Operation of graphing and analysis center for RFP and TINA.
- (4) Bearing Accuracy Studies:
- (a) Analysis of bearing accuracy for Atlantic HF D/F stations.
  - (b) Analysis of bearing accuracy for Pacific HF D/F stations.

GY-A - Cryptanalysis and Decryption (Atlantic).

- (1) The Analysis and processing of the Naval Cryptographic Systems used by the Powers of Europe and the African and American continents.
- (2) Technical liaison and collaboration with the British on joint projects, in the field defined in (a) above.
- (3) Collaboration with Op-20-GM in development and improvement of analytical techniques and machinery.
- (4) Translation of matter in certain European languages.
- (5) Publication of R.I.P.'s, containing reconstructed cryptographic material and aids, and cryptanalytic methods.
- (6) Maintenance of section technical history showing development and applications of technical processes attempted and employed.

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- (7) Ciphery of certain technical liaison material exchanged with GC & CS and N.C.M.L., as well as operation of TWX circuit with N.C.M.L.

GZ-A - Translation (Atlantic).

See duties of GY-A and GI-A.

GI-A - Correlation and Dissemination (Atlantic).

- (1) Reception and correlation of all intelligence produced by other sections of Op-20-G and the U. S. Army communication intelligence unit as affects the Atlantic theater.
- (2) Dissemination of information obtained from radio intelligence to COMINCH and such other authorities designated by him.
- (3) Dissemination of certain information to Op-20-S and Op-20-Y.
- (4) Analysis of intelligence received and preparation of studies based thereon.
- (5) Exchange of intelligence with GC and CS
- (6) Translation of matter in certain European languages.
- (7) Assignment of intercept coverage to Atlantic intercept stations.

D. Research Department.

G-50 - Head of Research Department.

- (1) Coordination, allocation of duties, and direction of activities of GE, GJ, GK, GM, GV.
- (2) Planning for future developments in the Communication Intelligence Organization activities of the Research Department.

GE - Cryptanalytical Research:

- (1) Maintenance of files of theoretical cipher solutions.
- (2) Investigation of new methods of cipher solutions.
- (3) Method studies on cryptanalytic solutions.
- (4) Review of cryptanalytical production methods.

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-----GJ - Radio Engineering and Research.

- (1) Consultation on technical problems associated with station planning and communication intelligence radio techniques.
- (2) Collaboration with the Bureau of Ships and the Naval Research Laboratory in design and fabrication of special radio and associated equipment.
- (3) Research and design projects as assigned.
- (4) Maintenance of files on technical equipment both our own and enemy.
- (5) Training of specialized personnel at the U.S. Naval Radio Station at Muirkirk, Maryland.

GK - Mathematical and Physical Research.

- (1) Investigation of special technical problems of mathematical or physical nature for other sections of Op-20-G or upon approval by Op-20-G for other sections of the Navy; especially problems concerned with radio propagation.
- (2) Representation for Op-20 on the wave propagation committees of the Joint and Combined Communications Board.
- (3) Liaison between Op-20-G and the N.D.R.C. committees functioning in the fields of radio propagation.
- (4) Statistical research on special problems in connection with communication intelligence. In connection with the statistical research, this section will maintain a sub-section which will form a pool of personnel to which new personnel may be assigned and given routine work until such time as their selection or assignment for other duties can be effectively carried out.

GM - Machine Research.

- (1) Development of cryptanalytical machinery including modifications of I.B.M. equipment; special attention is given to ultra-high-speed analytical equipment.

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- (2) Liaison with the development agencies.
- (3) Maintenance of records on experimental equipment.
- (4) Maintenance of special equipment.

GV - Foreign Language Research.

- (1) Research in foreign languages as may be required by the Communication Intelligence Organization.

E. Technical Services Department.

G-60 - Head of Technical Services Department.

- (1) Coordination, allocation of duties, and direction of activities of GB, GC, GL, GS, GW.
- (2) Planning for future developments in the Communication Intelligence Organization activities of the Technical Services Department.
- (3) Dissemination of information relative to services available to all sections.

GB - Secretariat (Technical).

- (1) Preparation of quarterly progress reports for submission to Op-20-2.
- (2) Preparation of monthly news letter to field units.
- (3) Receiving, logging, wrapping, and mailing of all technical material sent to the British and to field units.
- (4) Maintenance of custodial records and distribution and collection of all registered publications drawn by Op-20-G (includes quarterly inventories and reports to Op-20-R).

GC - Rapid Communications.

- (1) Encryption and decryption of dispatches to and from other units of U.S. and Allied radio intelligence organizations, excepting those handled by GE-1 (or GY-A).

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- (2) Receiving, recording, routing, and delivery of all dispatches coming to or leaving Op-20-G, excepting those handled by GT-A pertaining to purely D/F matters.
- (3) Follow-up on any dispatches requiring action, less the exceptions listed in paragraphs 1 and 2.
- (4) Maintenance of files of all dispatches addressed or routed to, or originated by Op-20-G, less the exceptions listed in paragraphs 1 and 2.
- (5) Volume control of Op-20-G traffic. Time and volume studies as required.
- (6) Supervision of the operation of all communication facilities under cognizance of Op-20-G which are primarily for purposes of:
  - (a) Dissemination of intelligence other than D/F bearings.
  - (b) Coordination and administration of the several radio intelligence centers of the U.S. Naval Radio Intelligence Organization.
  - (c) Liaison and collaboration with other radio intelligence centers and activities including those of our allies.
- (7) Planning for and obtaining necessary new communication facilities for purposes mentioned above.
- (8) Cryptographic aids used for intelligence purposes, including distribution (holders) and effective dates of supersedure and activation.
- (9) Coordination of communication responsibilities of GC and GT-A.
- (10) Control and operation of all matters pertaining to telephone and interior communication systems at Naval Communications Annex.
- (11) Liaison with the following:
  - Op-19 Communications.
  - Army Message Center (Pentagon).
  - Op-20-Y Cryptographic Aids.
  - Op-20-R Publications.
  - Op-20-K Security. Traffic Control.
  - Op-20-B Leased Communication Facilities and Circuit Usage.
  - Op-20-F-1 Call Signs.

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(SC)A3-2(3)Subj: Cognizance and Functions of Sections Under Op-20-G.  
-----GL - Collateral Information.

- (1) Procurement, collection and dissemination of all information of current or future value to the Communication Intelligence Organization,
  - (a) Processing and maintenance of files of all information to make it available on request;
  - (b) Preparation of special reports as necessary.
- (2) Maintenance of liaison with other government agencies as required, to examine their reports for background and to locate information which may be of value, and to catalogue the source of such information.
- (3) Maintenance of file of all captured documents.
- (4) Maintenance of files of deciphered and translated diplomatic and clandestine traffic, to abstract collateral information and to distribute reports when necessary.
- (5) Maintenance of files of solved systems and captured systems for reference by research groups.
- (6) Maintenance of a file of research studies of other departments, which are of value to crypto units.
- (7) Maintenance of a geographic section of a complete list of H.O. and B.A. charts, maps, place names, and gazetteers of all geographical locations, as well as domestic and foreign geographical material.
- (8) Maintenance of a file of all crypto training courses and publications procurable on crypto.
- (9) Operational write-ups on recovered systems for reference by research groups.
- (10) Procurement of such reference material on publications as may be necessary.
- (11) Preparation of such graphic studies as may be necessary.

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GS - Machine Processing.

- (1) Cryptanalytical machine processing (IBM) service for all sections of Op-20-G.
- (2) Statistical aid to all sections of Op-20-G.
- (3) Statistical aid to other sections of the Naval Communications Division when requests for such aid are approved by Op-20-G-1.
- (4) Design and development of Tabulating Machine processes for operations that would otherwise require extensive hand labor.
- (5) Development of tabulating punch card machinery of special character to shorten present or future machine procedure.
- (6) Preparation of cipher machine catalogues for Op-20-G.
- (7) Preparation of RI publications for Op-20-G.
- (8) Training of tabulating machinery operators and service maintenance personnel for this and other CI activities.

GW - Traffic Center.

- (1) Receiving and routing radio intercept and associated material.
- (2) Exchange of intercept traffic with Allies.
- (3) Maintenance of a photographic laboratory for use of Op-20-G.
- (4) Preparing, by ditto process, cards showing the headings, etc. of Japanese intercept traffic for use by other sections of Op-20-G.
- (5) Running quantitative and qualitative studies of the volume of traffic on Japanese Naval channels for the purpose of deducing intelligence therefrom.
- (6) Miscellaneous studies for aid in obtaining radio intelligence.

F. Clandestine Department.

G-70 - Head of Clandestine Department.

- (1) Coordination, allocation of duties, and direction of activities of GU.



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- (2) Planning for future developments in the Communication Intelligence Organization activities of the Clandestine Department.

GU - Clandestine.

- (1) Reception, identification, and collation of clandestine transmissions.
- (2) Analysis and solution of clandestine cryptographic systems.
- (3) Translation and editing of decrypted clandestine material.
- (4) Preparation of translated material for forwarding to GI-3 for dissemination.
- (5) Direction of volunteer monitoring organization covering clandestine transmissions.
- (6) Liaison with British clandestine decrypting section.
- (7) Liaison with British clandestine intercept organization.

G. Diplomatic Department.

G-80 - Head of Diplomatic Department.

- (1) Coordination, allocation of duties, and direction of activities of GI-D.
- (2) Planning for future developments in the Communication Intelligence Organization activities of the Diplomatic Department.

GI-D - Correlation and Dissemination (Diplomatic).

- (1) Reception and review of translations of decryptions of:
  - (a) Foreign diplomatic dispatches produced by Army Communication Intelligence Unit.
  - (b) Naval Attache dispatches produced by 20-GY-A.
  - (c) Clandestine dispatches produced by 20-GU.
  - (d) Magic folders produced by Special Branch, MID, Army G-2.

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- (2) Dissemination of above to Op-20-GI-A and GI-P and other duly authorized officers.
- (3) Tabbing of items of special interest to cognizant sections in the Navy Department.

PHILIP R. KINNEY

cc: All Sections

Op-202B/hhn  
A2-11(3)/A3-1~~SECRET~~

8 December 1948

~~SECRET~~OP-202 STAFF MEMORANDUM NO. 15-48.

Subject: Descriptions of subordinate Op-202 Staff billets.

Reference: Op-202 Staff Memorandum No. 13-48.

1. In accordance with paragraph 5 of the reference the functions of the subordinate staff officer billets provided by CSAN are defined as set forth below:

- B1 - Under the direction of Op-202B, assists in the preparation, coordination, and assembly of plans and budget data, and in the coordination of Op-202 Staff work.
- B3 - As a member of the joint Secretariat of USCIB, together with the other members of this secretariat, is responsible for such duties as USCIB may prescribe. He is custodian of such files pertaining to USCIB as are required for the discharge of his duties and is Top Secret Control Officer for USCIB mail and documents within Op-20 and CSA. He is also responsible for all secretarial work of Op-202 in connection with USCIB affairs including preparation of studies and other material for use of Op-202 as a member of USCIB.
- H2C - Under the direction of Op-202H2, administers the Reserve Listening Service and coordinates its program with the Joint Intercept Control Group.
- H3 - Under the direction of Op-202H, is responsible for management of the Staff personnel office and clerical force; custody and filing of Naval Personnel correspondence; maintenance of records of assignment to duty stations, qualification, and employment of all CSA Naval personnel on active duty; preparation of requests for orders; preparation of weekly reports of CSA personnel allowances, on board, and prospective gains and losses; and other matters assigned from time to time.

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Encl (A) with Op-202B serial 00444P20

23 Mar. 1949

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A2-11(3)/A3-1~~SECRET~~

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Subject: Descriptions of subordinate Op-202 Staff billets.

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- H4 - Under the direction of Op-202H, is responsible for initiating the investigation of all un-cleared personnel currently or prospectively associated with Communications Supplementary Activities including Naval, Naval Reserve, Civil Service, and others as required recommending security evaluation of these personnel; maintaining of investigation and evaluation records, and carrying on liaison with investigating agencies.
- H5 - Under the direction of Op-202H, is responsible for the maintenance of records of former Communications Supplementary Activities personnel not now in CSA active or reserve status.
- J2 - Under the direction of Op-202J, is responsible for planning the physical establishment at CSA shore facilities.
- J3 - Under the direction of Op-202J, is responsible for the preparation of allowance lists of standard electronics materiel, for the maintenance of the necessary materiel records for standard equipment, and for furnishing shipping instructions for CSA material.
- J4 - Under the direction of Op-202J, is responsible for maintenance of records of special equipment, except that which is under the cognizance of Op-202L, and direction finder equipment; advises Op-202J regarding installation and maintenance of DF equipment.
- J5 - Under the direction of Op-202J, maintains liaison between Op-202J and the Bureau of Ships with regard to the procurement of standard equipment and the maintenance of CSA equipment.
- L2 - As described in separate directive setting forth the functions of the Communications Supplementary Research Activities; in addition assists in the analysis of results of Special Electronic Search Projects (SESP).

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A2-11(3)/A3-1~~SECRET~~

8 December 1948

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billets.

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- L3 - As described in separate directive setting forth the functions of the Communications Supplementary Research Activities.
  - L4 - As described in separate directive setting forth the functions of the Communications Supplementary Research Activities.
  - L5 - Under the direction of Op-202L, is responsible for planning, direction, and coordination of Special Electronic Search Projects (SESP); for correlation and dissemination of electronic information; and for instituting the training of personnel to carry out SESP.
  - L5B - As assistant to L5 assists in planning and direction of SESP projects and in the training of SESP personnel.
  - T2 - Under the direction of Op-202T, and in close liaison and conformity with the Joint Intercept Control Group, is responsible for the preparation and operation of the intercept coverage plan, for control of the transmission and exchange of raw intercept traffic, and for the procurement and distribution to intercept stations of frequency and wave propagation information.
  - T3 - Under the direction of Op-202T, is responsible for the coordination and operation of direction finding activities, for coordination of the operational use of emission identification, for the conduct of direction finder performance studies, for the preparation or procurement of operating manuals, codes, and charts for direction finding, and for liaison in connection with these functions with the Army, Air Force, Coast Guard, Hydrographer, and other agencies of the government.

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Subject: Descriptions of subordinate Op-202 Staff billets.

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- T4 - Under the direction of Op-202T, and in close liaison and conformity, where appropriate, with the Joint Liaison Group and Op-322Y1, is responsible for such planning and coordination as may be necessary to insure proper dissemination and exchange of all Communications Intelligence, for general supervision of the liaison arrangements entailed in such exchange and in all operations of U.S. Naval Communications Supplementary Activities, and for the general supervision of the security (except communication security) of all phases of operations, liaison, and exchange.
- T5 - Under the direction of Op-202T, makes performance evaluation studies of all phases of the operations of Communications Supplementary Activities, measures the efficacy and efficiency of those operations, presents the results of these studies and measurements in usable form, devises methods and procedures for such measurements and presentations, and performs other statistical and presentational work as required.
- U1 - Under the direction of Op-202U, is responsible for preparation of allowances and the procurement of registered publications necessary for CSA communications; assists in determining requirements for communications equipment, establishing communications procedures, and preparing the necessary communications reports.
- U2 - Under the direction of Op-202U, maintains registered publications that are in the custody of Op-202U, initiates publication of registered publications for Op-202 and changes thereto, checks all bonafied traffic for security violations, and maintains communications records.

*J. N. Wenger*  
J. N. WENGER  
OP-202.

Copy to:

Op-20N  
Op-322Y1  
Op-20  
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(SC) A3-1/A2-11(3)

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16 November 1948

OP-202 STAFF MEMORANDUM NO. 13-48.

Subject: Functions of the Op-202 Staff Branch.

Reference: (a) Organization Chart of Naval Communications  
Division dated 6 November 1948.  
(b) Op-202 Staff Memo No. 2-48.

1. Reference (a) outlines functions for which Op-202 and the Op-202 Section Heads are cognizant. Cognizance of a function entails responsibility for planning, for initiating required action, for following up the execution of the action, and for necessary coordination. Reference (b) is hereby cancelled.

2. Description of the principal Op-202 Staff billets follows:

Op-202 - As Head of the Supplementary Activities Branch directs the planning, establishment, maintenance, and operations of U. S. Naval Communications Supplementary Activities, including research activities, and maintains necessary liaison with other organizations and agencies.

*Wagner*

Op-202B - As Administrative Assistant to Op-202, and in close collaboration with other staff members as required, prepares special reports and compilations; assists in the preparation, coordination, and assembly of plans and budget data, and acts as general assistant to Op-202 in coordinating staff work. In addition, Op-202B provides for the custodianship of registered publications and office files required by Op-202 and for the supervision of Op-202's secretarial force.

*Curtis Schultz*

Op-202B2 - As Administrative Assistant to Op-202 Under Op-202B is responsible for the management of the Op-202 and Op-202T clerical office and for the custody of the Op-202 office files. He assists Op-202 as a confidential secretary and maintains check-off lists of matters undertaken at Op-202's direction and follows up action thereon. He is the Op-202 TOP SECRET

*CASAC. Schultz et*

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(SC) A3-1/A2-11(3)

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Subject: Functions of the Op-202 Staff Branch.

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CONTROL officer. He is responsible for insuring that outgoing correspondence presented to Op-202 for initialling or signature is in proper form and free from clerical errors. In addition he performs other tasks as assigned by Op-202, Op-202T, and Op-202B.

*Capt. H. H. Smith* - Op-202H - As Head of the Supplementary Personnel Section is responsible for allowances, procurement, training, distribution, promotion, and initial security clearance of regular and reserve personnel required for the operation of U.S. Naval Communications Supplementary Activities, and for the maintenance of the necessary records and files in connection therewith.

*Cand. Jones* - Op-202H1 - Under the direction of Op-202H is responsible for devising, coordinating, and administering the training program of Communications Supplementary Activities including the Reserve component on inactive duty and on active training duty. He will prepare or initiate the preparation of training material and curricula for all specialized phases of CSA training including that for advancement in rating in the CT rating structure, and promotion of LDO officers, SDO officers, and CSA Reserve officers; he will exercise under supervision of Op-202H appropriate direction of the training activities of the various Communications Supplementary Activities, including the reserve components, carried on by the officers in charge thereof to the end that the results of training will balance with the foreseeable needs of CSA for peacetime and for mobilization.

*AT Cand. Walker* - Op-202H2 - As Assistant for the Communications Supplementary Reserve, under the direction of Op-202H, is responsible for organizing and administering the Reserve program for Communications Supplementary Activities, for liaison with the Bureau of Naval Personnel and with Commandants of Naval Districts in matters connected with that program, and for maintaining the necessary records of U.S. Naval Communications Supplementary Reserve Personnel, including Listening Service and Reserve Training.



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Subject: Functions of the Op-202 Staff Branch.

- To Cdr Nelson*
- Op-202H2B - As Assistant to Op-202H2 administers the CSA Reserve Training program and coordinates it with the overall CSA Training program.
- Cdr Dalton*
- Op-202J - As Head of the Supplementary Facilities Section is responsible for materiel allowances and procurement of all equipment, and the maintenance of all facilities required by U.S. Naval Communications Supplementary Activities, except as specifically assigned to Op-202L.
- Op-202J1 - As general assistant to Op-202J assists in exercising management and technical control in CSA facilities' matters, and carries out specific projects as directed by Op-202J.
- Capt Shepard*
- Op-202L - As Head of the Supplementary Research Section, exercises management and technical control of all research and development undertaken in the implementation of Project MONOGRAM to meet current and anticipated needs of U.S. Naval Communications Supplementary Activities. He also establishes materiel allowances for all Communications Supplementary Research Activities and procures experimental research and other special equipment chargeable to project MONOGRAM. Details of the organization and functions of the research and development control staff are set forth in a separate directive concerning the organization and functions of Communications Supplementary Research Activities. Op-202L is also responsible for planning, direction, and coordination of special electronic search projects (SESP), for analysis of results of SESP, for assisting Op-32 in correlation and dissemination of electronic information, and for training personnel to carry out SESP with the operating forces of the Navy and at overseas bases.
- Cdr Beale*
- Op-202L1 - As general assistant to Op-202L, assists in the management control of research tasks and projects.

*Tordella - L2  
Vandenberg L3  
Pendergrass L4  
Kell 25*

Op-202B/hhn  
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Subject: Functions of the Op-202 Staff Branch.

*Capl Goodrum*  
Op-202T - As Head of the Supplementary Operations Section is responsible for the operations of U.S. Naval Communications Supplementary Activities in the collection, production, compilation, and exchange of Communications Intelligence, and for general supervision of the security of such operations and of the liaison arrangements involved. He is also responsible for the coordination of all planning.

Op-202T1 - Under the direction of Op-202T, and in close liaison and conformity with the Joint Processing Allocation Group, is responsible for the general allocation, coordination, and supervision of traffic analysis, cryptanalysis, decryption, and translation, and the compilation of Communications Intelligence for dissemination.

*Cdr Enderlin  
Barnhill - VI  
Waddington - US*  
Op-202U - As Head of the Supplementary Communications Section is responsible for determining the requirements, prescribing operating procedures, and exercising management and technical control of a communications system adequate to meet the requirements of the U.S. Naval Communications Supplementary Activities.

3. Under the coordinating direction of Op-202T, all Op-202 staff members are responsible for preparing and maintaining in up-to-date condition adequate detailed plans to cover all aspects of anticipated future operations, both for war and peace, which come within their respective assigned responsibilities.

4. All Op-202 staff members are responsible for preparing such budget estimates as come within their respective purviews. These estimates will be coordinated and prepared for presentation by Op-202B.

5. In addition to the above described functions various subordinate Op-202 staff functions as defined by Op-202 are carried

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16 November 1948

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Subject: Functions of the Op-202 Staff Branch.

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out under the direction of Op-202 or appropriate section heads by personnel of the Staff Division of the Communications Supplementary Activity, Washington. In addition, message service, mail service, correspondence reproduction, and certain other service functions for the Op-202 Staff Branch are provided by the Communications Supplementary Activity, Washington, as set forth in the basic organization directive of that activity.

*J. N. Wenger*  
 J. N. WENGER  
 Captain U.S. Navy  
 OP-202

Copy to:

Op-20N	Op-20
Op-322Y1	Op-204

APPROVED: *EE Stone*

EARL E. STONE  
 Rear Admiral, U.S. Navy  
 Chief of Naval Communications

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REF ID: A4148507

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(SC)A3-2(3a)

U. S. NAVY COMMUNICATION STATION  
3801 Nebraska Avenue, N. W.  
Washington 25, D. C.

21 October 1948

CSAW ORDER NO. 3-48 REVISED

Subject: Organization of the U. S. Naval Communications  
Supplementary Activity, Washington, D. C.

Reference: (a) CSAW Order No. 3-47.

Enclosure: (A) Secret Chart, Organization of the U. S. Naval  
Communications Supplementary Activity,  
Washington, D. C.

1. Effective 15 March 1948, reference (a). was canceled and super-  
seded by this order.
2. Enclosure (A) is a schematic outline of the Organization of the  
U. S. Naval Communications Supplementary Activity, Washington, D. C. (CSAW).
3. The functions and responsibilities of the various divisions and  
sections are as follows:

I - N - COMMANDING OFFICER, NAVCOMSTA, AND O-in-C  
COMMUNICATIONS SUPPLEMENTARY ACTIVITY,  
WASHINGTON (CSAW)

The Commanding Officer, U. S. Navy Communication Station, Washington, and the Officer-in-Charge, Communications Supplementary Activity, Washington, (CSAW), has the dual function of exercising military command and coordination control, under the Commandant, Potomac River Naval Command, over all activities located at the Communication Station and, in addition, of directing the operation of CSAW in accordance with policies and directives of the CNO(Op-202) so as to carry out efficiently the tasks assigned.

In the execution of these duties, he is assisted by the Technical Director and the Directors of the Processing, Cryptanalytic Research, and Electronic Research Departments and the Communication Officer for the operation of CSAW, and by the Administrative Officer for both the administration of CSAW and the administration of the Communication Station as a whole.

Encl (C) with Op-202B serial 00444P20

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Subject: Organization of the U.S. Naval Communications  
Supplementary Activity, Washington, D.C.

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II - N-1 TECHNICAL DIRECTOR

The Technical Director is the chief technical adviser to the Officer-in-Charge, CSAW. In addition, he is responsible for the following tasks:

- (1) Management and technical control of N-3.
- (2) Control of all technical processes under N-2.
- (3) Liaison on technical matters with other comint agencies as directed.
- (4) Recommendation to the O-in-C of any measures considered necessary or desirable to further the accomplishment of tasks assigned to CSAW.
- (5) Allocation of cryptanalytical tasks to N-2 and N-3.

*Cont. Dyer*

N-11 - TRAINING DIVISION

The Head of the Training Division, under the Technical Director, is responsible for the following tasks:

- (1) Organize and conduct initial and supplementary training of CSAW personnel, both naval and civilian.
- (2) Conduct training for advancement in rating of CSAW naval personnel and supervise local educational programs.

*Cont. Williams*

N-12 - PERFORMANCE DIVISION

The Head of the Performance Division, under the Technical Director, is responsible for obtaining and recording data pertaining to the performance of the various departments, divisions and sections of CSAW.

*Cont. Sage*

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Subject: Organization of the U.S. Naval Communications  
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III - N-2 - DIRECTOR OF THE PROCESSING DEPARTMENT

*Capt. Mason*  
*Capt. Hanson*

The Director of the Processing Department, under the Officer-in-Charge, CSAW, is responsible for the operation and integration of the assigned components to the end that all tasks are prosecuted effectively in accordance with the prescribed priorities. These components include:

- Internal handling and distribution of intercepted traffic,
- Traffic Analysis,
- Cryptanalysis, decryption and translation,
- Collation, interpretation and dissemination,
- and
- Machine processing.

The Director of the Processing Department may effect the redistribution of personnel within his Department in accordance with the policies of the O-in-C and as necessary to meet the processing commitments of CSAW. He will conduct liaison in processing matters with other comint agencies as directed.

NT - TRAFFIC ANALYSIS DIVISION

The Head of the Traffic Analysis Division, under the Director of the Processing Department, is responsible for the following tasks:

*Capt. Dennis*

- (1) Study and analyze intercepted radio traffic of designated foreign communication organizations in order to:
  - (a) Obtain all information possible by methods short of cryptanalysis of the texts.
  - (b) Identify call signs and solve such call-sign ciphers as may be employed.
  - (c) Recover all communication procedure signs, operator signals, authenticators, precedence and frequency indicators.
  - (d) Determine the structure of, and the methods and techniques employed by foreign communication organizations.

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- (e) Maintain knowledge of normal communication conditions, methods, and procedures; and interpret changes therefrom for the purpose of deriving information of intelligence value.
  - (f) Determine location of component parts of each foreign target organization.
  - (g) Recover such organizational features of the target as are revealed by its communication organization and procedures.
  - (h) Deduce intentions of target organization by correlation of the results of the foregoing.
- (2) Correlate direction-finder information with the studies and analysis mentioned in (1).
  - (3) Study, analyze and correlate products of transmitter and operator identification methods.
  - (4) Prepare and deliver to NI traffic analysis summaries and individual items of immediate intelligence value.
  - (5) Disseminate technical traffic analysis information to other comint agencies as directed.
  - (6) Conduct liaison in regard to technical traffic analysis matters with other comint agencies as directed.
  - (7) Prepare and maintain current traffic analysis instructions and technical information for immediate delivery to advanced and/or mobile traffic analysis units if established.
  - (8) Prepare and publish interim and status reports.

NY - CRYPTANALYSIS DIVISION

The Head of the Cryptanalysis Division, under the Director of the Processing Department, is responsible for the following tasks:

*Chris W. Wright*

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- (1) Analyze, solve and decrypt traffic in foreign cryptographic systems not otherwise exclusively assigned.
- (2) Translate traffic as required and deliver such translations to NI.
- (3) Maintain incoming and outgoing traffic logs.
- (4) Conduct liaison in regard to assigned cryptanalytic matters with other comint agencies as directed.
- (5) Assist in the cryptanalytic training of comint personnel.
- (6) Prepare and publish reports on assigned tasks concerning reconstructed cryptanalytic material, aids, progress, and methods used.
- (7) Collaborate with the appropriate divisions of N-3 and N-5 on research into new cryptanalytic techniques and development of analytical machinery.
- (8) Collaborate with and assist NI in crypto-intelligence matters.
- (9) Make language studies as necessary to aid in solving foreign cryptographic systems and assist in training of personnel.
- (10) Supply NW with system identification data.

NI - INFORMATION DIVISION

The Head of the Information Division, under the Director of the Processing Department, is responsible for the following tasks:

- (1) Collate and correlate communication intelligence information and collateral information received from all sources.
- (2) Disseminate Communication Intelligence information to other activities as directed.

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- (3) Maintain close liaison with Op-~~32~~<sup>322</sup>-Y-1 in all matters involving dissemination of comint, establishment of priorities, procurement of collateral information from U.S. sources, and preparation of comint studies.
- (4) Supply other divisions of CSAW with all pertinent information available which may assist them in the performance of their functions.
- (5) Prepare and publish comint summaries, interim, status and special reports, as required, dealing with the organization and operation of all assigned phases of designated targets.
- (6) Procure collateral information and documents required by divisions of CSAW.
- (7) Prepare and maintain gazeteers, and place-name lists and maintain a chart and map library.
- (8) Maintain CSAW archives and histories and superintend document disposal.
- (9) Conduct liaison in regard to correlation, exploitation, and dissemination of comint and collateral material with other agencies as directed.
- (10) Prepare and publish crypto-intelligence information to assist N-2 and N-3.

NS - MACHINE PROCESSING DIVISION

The Head of the Machine Processing Division, under the Director of the Processing Department, is responsible for the following tasks:

- (1) Perform IBM and RAM processing for all divisions of CSAW and for such other activities as directed.
- (2) Collaborate with appropriate sections of CSAW in the development of IBM and RAM equipment, techniques and usages.

*See Under Cook*

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- (3) Maintain all IBM equipment except that under N-53.
- (4) Conduct liaison with the IBM Company in all matters concerning CSAW IBM equipment.
- (5) Conduct liaison in regard to machine processing matters with other comint agencies as directed.

NW - INTERNAL DISTRIBUTION DIVISION

The Head of the Internal Distribution Division, under the Director of the Processing Department, is responsible for the following tasks:

- (1) Receive, prepare, copy, classify and route radio intercept traffic and associated material within CSAW.
- (2) Exchange intercept traffic with other comint agencies as directed.
- (3) Prepare volume statistics as directed.
- (4) Prepare traffic heading cards for NT.

NO - WEATHER DIVISION

The Head of the Weather Division, under the Director of the Processing Department, is responsible for the following tasks:

- (1) Analyze, solve and decrypt as necessary meteorological and hydro-meteorological traffic from designated foreign countries.
- (2) Maintain descriptions of all weather reporting systems observed.
- (3) Prepare and publish interim, status and special reports.
- (4) Conduct liaison in regard to meteorological matters with other activities as directed.

*St. Bank*

*Mr. Quinn*

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IV - N-3 - DIRECTOR OF CRYPTANALYTIC RESEARCH DEPARTMENT

The Director of Cryptanalytic Research Department, under the Officer-in-Charge, CSAW, and the Technical Director, is responsible for conducting research in fields other than electronics to further the art of cryptanalysis. In addition he is responsible for the following tasks:

*Under Consideration*

- (1) Collaborate with and assist NY with current problems.
- (2) Collaborate with N-5 in the development of analytical machinery and with NS in use of such equipment.
- (3) Conduct liaison in regard to assigned cryptanalytic matters with other comint agencies as directed.
- (4) Render technical assistance to N-5 as directed.

N-31 - CRYPTO-MATHEMATICAL RESEARCH DIVISION

The Head of the Crypto-Mathematical Research Division, under the Director of the Cryptanalytic Research Department, is responsible for the following tasks:

*2. Cryptanalytic*

- (1) Make studies of the methodology of solution of advanced cryptographic systems and undertake such purely mathematical and statistical studies as are necessary for this or other communication intelligence research purposes.
- (2) Maintain files of theoretical cipher solutions, investigate new cryptanalytic methods, review the cryptanalytic methods in use, and collaborate with sections of CSAW as directed.
- (3) Conduct liaison with other comint agencies as directed.
- (4) Render technical assistance in the control of MONOGRAM projects as directed by Op-20-L.

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N-32 - SPECIAL PROJECTS DIVISION "A"

The Head of Special Projects Division "A", under the Director of the Cryptanalytic Research Department, is responsible for the following tasks:

*Mr. Brinson*

- (1) Make the initial solution of assigned cryptographic systems and decrypt traffic in such systems until that task is transferred to NY.
- (2) Collaborate with appropriate sections of NY on mutual problems.

N-33 - SPECIAL PROJECTS DIVISION "B"

The Head of the Special Projects Division "B", under the Director of the Cryptanalytic Research Department, is responsible for the following tasks:

*Mr. Rowan*

- (1) Make the initial solution of assigned cryptographic systems and decrypt traffic in such systems until that task is transferred to NY.
- (2) Collaborate with appropriate sections of NY on mutual problems.

Op-20-N/esb  
(SC)A3-2(3a)

Subject: Organization of the U.S. Naval Communications  
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V - N-5 - DIRECTOR OF ELECTRONIC RESEARCH DEPARTMENT

The Director of the Electronic Research Department, under the Officer-in-Charge, CSAW, is responsible for the operation and coordination of the divisions assigned, to the end that all tasks are prosecuted effectively. His department is under the direct technical control of Op-20~~2~~L and will carry out MONOGRAM projects and tasks as assigned.

The Director of the Electronic Research Department may effect the redistribution of personnel within his department in accordance with the policies of the O-in-C and as necessary to meet the requirements of his department. He will conduct liaison in electronic research matters with other comint agencies as directed.

N-52 - RADIO RESEARCH DIVISION

The Head of the Radio Research Division, under the Director of the Electronic Research Department, is responsible for the following tasks:

- (1) Conduct assigned research and development of special radio equipment, methods, and techniques necessary for the interception, location, identification, transcription, and collection of electro-magnetic emissions of all types, as well as special communication equipment or systems required for the control or conduct of communication intelligence operations.
- (2) Conduct assigned research and development of special intercept equipment for radio counter-measures.
- (3) Conduct liaison with other comint agencies, technical bureaus, and manufacturers as directed.
- (4) Advise and assist Op-20~~2~~L as required in the planning and control of MONOGRAM projects.
- (5) Execute the details of technical control of MONOGRAM projects as directed by Op-20~~2~~L.

*Capt. Shepard*

*Mr. Dingle*

Op-20-N/esb  
(SC)A3-2(3a)

Subject: Organization of the U.S. Naval Communications  
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N-53 - ANALYTICAL MACHINE RESEARCH DIVISION

The Head of the Analytical Machine Research Division, under the Director of the Electronic Research Department, is responsible for the following tasks:

- (1) Conduct research and development of necessary devices for the mechanization of the analytical processes involved in the solution of cryptographic systems.
- (2) Operate experimental equipment and maintain all special rapid analytical machines in operational use.
- (3) Conduct liaison with other comint agencies, technical bureaus, and manufacturers as directed.
- (4) Advise and assist Op-20~~L~~ as required in the planning and control of MONOGRAM projects.
- (5) Execute the details of technical control of MONOGRAM projects as directed by Op-20~~L~~.

N-54 - SERVICE AND FACILITIES DIVISION

The Head of the Service and Facilities Division, under the Director of the Electronic Research Department, is responsible for the following tasks:

- (1) Perform services and maintain facilities as may be required by the other sections of the Electronic Research Department and Op-20~~L~~. This includes the provision, maintenance and operation of shops, stockroom, technical library, drafting facilities, and adequate records for inventory purposes. (Requisitions for stock and replacement parts will be normally submitted via the supply section (NQ).)

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(SC)A3-2(3a)

Subject: Organization of the U.S. Naval Communications  
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VI - NC - COMMUNICATION DIVISION

The Communication Officer, under the Officer-in-Charge, CSAW, is responsible for the following tasks:

- (1) Encrypt, transmit, receive, decrypt and deliver dispatches exchanged with other activities.
- (2) Follow-up on any dispatches requiring action.
- (3) Maintain files of all dispatches addressed or routed to, or originated by, Op-~~20-2~~<sup>202</sup> or CSAW.
- (4) Control and operate all matters pertaining to the telephone system of the Naval Communication Station and the interior communication systems in CSAW.
- (5) Cooperate with Op-~~20-2~~<sup>202 J</sup> in all matters pertaining to rapid communications for the Communication Intelligence Organization, including:
  - (a) Requirements,
  - (b) Facilities,
  - (c) Cryptographic aids,
  - (d) Liaison with other agencies.
- (6) Operate Tube Central.

*for Canda Kolan*

Op-20-N/esb  
(SC)A3-2(3a)

Subject: Organization of the U.S. Naval Communications  
Supplementary Activity, Washington, D.C.

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VII - N-4 - ADMINISTRATIVE OFFICER

The Administrative Officer is the chief administrative assistant to the Commanding Officer, Navy Communication Station, Washington, D.C., and the Officer-in-Charge, CSAW. He is responsible for the following tasks:

- Code De Maria*
- (1) Assist the Commanding Officer, <sup>NAVY</sup> ~~Naval~~ Communication Station and the O-in-C, CSAW, to administer and coordinate the various activities of the Communication Station.
  - (2) Supervise the station Duty Officer and O.O.D. and maintain the standing instructions for such officers.
  - (3) Prepare and issue Station and CSAW regulations and standing orders.
  - (4) Act as discipline officer for the Communication Station and make recommendations to the Commanding Officer in this regard. Represent the Commanding Officer with the Naval Barracks on enlisted disciplinary matters.
  - (5) In consultation with division heads, plan and direct the assignment of personnel to, and reallocation between, divisions of CSAW, provided, however, that
    - (a) assignments of heads of departments and divisions and other designated key personnel will be made only after approval of the O-in-C, CSAW, and
    - (b) assignments of personnel to or from the Research Department will be made only after approval of Op-20~~L~~ or Op-~~20-2~~.  
202
  - (6) Prepare department, division, and section personnel allowances.
  - (7) Represent the Commanding Officer in matters relating to all activities within the NavComSta other than CSAW.
  - (8) Act as Legal Officer.
  - (9) Exercise direct control over divisions assigned.



Op-20-N/esb  
(SC)A3-2(3a)

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Supplementary Activity, Washington, D.C.

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NB - SECRETARIAT

The Head of the Secretariat, under the Administrative Officer, is responsible for the following tasks:

*ff-nine*

- (1) Receive, record, route and deliver all material, classified and unclassified, received by mail or courier for Op-~~20-2~~<sup>202</sup> and CSAW.
- (2) Maintain central correspondence files for Op-~~20-2~~<sup>202</sup> and CSAW.
- (3) Follow-up on outstanding correspondence requiring action.
- (4) Provide internal messenger service for Op-~~20-2~~<sup>202</sup> and CSAW.
- (5) Operate Officer Courier system to and from Navy Department and other designated agencies.
- (6) Receive, record, wrap and mail both classified and unclassified material.
- (7) Provide Registered Publications Custodian, maintain custodial files, and issue publications as required.

ND - CIVILIAN PERSONNEL DIVISION

*Fin-Loey*

The Head of the Civilian Personnel Division, under the Administrative Officer, is the chief adviser to the Officer-in-Charge, CSAW, on civil service affairs. In addition, he is charged with the following tasks:

- (1) Plan and administer over-all civil service program in accordance with Civil Service regulations, including position descriptions, recruitment, and education.
- (2) Set up and supervise routine office procedures to insure efficient operation.

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(SC)A3-2(3a)

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- (3) Distribute civilian personnel within CSAW in accordance with requirements, individual's qualifications and policies established by the O-in-C, CSAW.
- (4) Control and coordinate reallocation.
- (5) Administer pay roll preparation and other fiscal matters.
- (6) Maintain records of civilian personnel.
- (7) Control funds appropriated for civilian pay and prepare budget estimates.
- (8) Conduct liaison in regard to Civil Service matters with the Civil Service Commission, Office of Industrial Relations, CNO, and the 4th Regional District.

~~Note: Until the CSAW civilian personnel change from departmental to field status on 1 July 1948, tasks 4, 5, 7 and 8 are performed entirely by CNO with assistance from CSAW and tasks 1 and 6 are performed partly by CNO and partly by CSAW.~~

NR - NAVAL PERSONNEL DIVISION

The Head of the Naval Personnel Division, under the Administrative Officer, is responsible for the following tasks:

*It Rove*

- (1) Process naval personnel reporting for duty to, or being detached from, CSAW.
- (2) Distribute naval personnel within CSAW in accordance with requirements, individual's qualifications and policies established by the Officer-in-Charge, CSAW.

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(SC)A3-2(3a)

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(3) In regard to officers attached to CSAW:

- (a) Maintain qualification jackets.
- (b) Perform clerical work in connection with fitness reports.
- (c) Maintain records and make required reports in connection with personnel accounting.
- (d) Maintain records and make reports required by Op-~~20-2~~<sub>202</sub>.

(4) In regard to enlisted personnel attached to CSAW:

- (a) Act as division officer of Naval Barracks Command.
- (b) Maintain records and make required reports to Op-~~20-2~~<sub>202</sub>.

(5) Perform necessary clerical work in connection with leave, liberty and other routine personnel matters.

(6) Perform machine personnel accounting for all personnel attached to CSAW and for field personnel as required by Op-~~20-2~~<sub>202</sub>.

(7) Make special personnel studies as assigned.

NP - REPRODUCTION DIVISION

The Head of the Reproduction Division, under the Administrative Officer, is responsible for the following tasks:

*St. Hansen*

- (1) Perform such photographic processing and reproduction as required for Op-~~20-2~~<sub>202</sub> and CSAW, with the exception of the photographic processes performed by N-5.
- (2) Mimeograph and multilith material for Op-~~20-2~~<sub>202</sub> and CSAW as directed.
- (3) Coordinate reproduction requirements of other sections of CSAW.

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(SC)A3-2(3a)

Subject: Organization of the U. S. Naval Communications  
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N-41 - SECURITY DIVISION

The head of the Security Division, under the Administrative Officer, is responsible for the following tasks:

- (1) Insure security of the Communication Station as a whole, including internal security of buildings and offices;
- (2) Establish sentry posts of the Marine guard and, in conjunction with the Commanding Officer of the Marine Detachment, prepare the sentries orders for approval of the Commanding Officer, NavComSta;
- (3) Represent the Administrative Officer, NavComSta, in security matters affecting the Marine Detachment;
- (4) Direct operation of gate-house and issue passes for admittance to the Station;
- (5) Direct fire prevention measures for the Station, prepare Fire Bills, and act as Fire Marshal;
- (6) Conduct a weekly building and grounds inspection in company with the Maintenance Officer.

N-42 - ASSISTANT TO ADMINISTRATIVE OFFICER

The Assistant to the Administrative Officer is responsible for the following tasks:

- (1) Assist the Administrative Officer, NavComSta to administer and coordinate the various activities of the Communication Station;
- (2) Represent the Administrative Officer, NavComSta, in matters affecting the cafeteria and ship's store;
- (3) Act as Safety Officer for the Station;
- (4) Direct the operations of the sections assigned.

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NM - MAINTENANCE DIVISION

The Head of the Maintenance Division, under the Assistant to the Administrative Officer, is responsible for the following tasks:

- Jr Hawk*
- (1) Supervise and direct the necessary maintenance and char work on buildings and grounds of the entire station;
  - (2) Prepare and submit space reports as required;
  - (3) Maintain liaison with the Public Works Officer, PRNC, in connection with the maintenance of the Communication Station;
  - (4) Maintain liaison with BuDocks in regard to plans for the construction of new buildings and modernization of present buildings;
  - (5) Procure vehicles from the PRNC pool and direct their employment;
  - (6) Control the use of parking space within the Station;
  - (7) Supervise transfer of equipment and material when space assignments of CSAW are redesignated;
  - (8) Make maintenance inspection of Station at least weekly and correct defects noted.

NQ - SUPPLY DIVISION

*Mr Patard*

The Head of the Supply Division, under the Assistant to the Administrative Officer, is responsible for the following tasks:

- (1) Procure all standard office supplies and equipment and such special supplies and equipment as shall be requested;
- (2) Follow-up on all requisitions and procurement correspondence;
- (3) Receive equipment and supplies for all sections;

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(SC)A3-2(3a)

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- (4) Maintain stock-issuing room for all sections;
- (5) Issue and account for standard office supplies requested by activities located at NavComSta other than CSAW;
- (6) Maintain plant account records;
- (7) Maintain such fiscal accounts as may be required or directed.

NV - RECREATION DIVISION

*Ja Hart*

The Head of the Recreation Division, under the Assistant to the Administrative Officer, is responsible for the following tasks:

- (1) Formulate and conduct a program of recreational activity for all Station personnel in accordance with policies established by the commanding officer;
- (2) Act as custodian of the recreation fund and recreation property;
- (3) Exercise general supervision of the recreational facilities of the Station;
- (4) Promulgate information on recreational facilities in the Washington area;
- (5) Operate the NavComSta library;
- (6) Conduct charity drives and other services in accordance with the policies established by the Commanding Officer, NavComSta.

*J. S. Harper*  
J. S. HARPER  
Captain, U.S. Navy

Change 1.

NAVY DEPARTMENT

OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON 25, D.C.Op-20-2/hhn  
(SC) A3-1  
Serial 0054P20

3 May 1948

~~SECRET~~

MEMORANDUM FOR: Staff.  
OINC, CSAW.  
OINCS, CS Research Activities.

Subject: Functions and organization of U.S. Naval Communications Supplementary Research Activities.

Reference: (a) Op-20-2 SECRET memo of 19 March 1947, subject: Functions and organization of Communications Supplementary Research Activities.

Enclosure: (A) Functions and Organization of U.S. Naval Communications Supplementary Research Activities, dated 3 May 1948.

1. On the basis of experience in operating under reference (a), the Communications Supplementary Research Organization has been modified as indicated in enclosure (A) which is effective immediately. Reference (a) is accordingly cancelled.

2. Enclosure (A) merely sets forth general guide lines. Additional detailed implementing instructions will be issued as required from time to time. Enclosure (A) constitutes a compromise organization, the primary aim of which is to minimize the management overhead and at the same time facilitate technical control of Project MONOGRAM. It must be emphasized, however, that since no organization plan can provide for all contingencies, nothing can take the place of common sense and good team work.

J. N. WENGER

Deputy Chief of  
Naval Communications for  
Supplementary ActivitiesCopy for:  
BuShips (945)  
OINC NCML, St. Paul.~~SECRET~~~~SECRET~~

Encl (D) with Op-202B serial 00444P20

8 23 March 1949

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3 May 1948

FUNCTIONS AND ORGANIZATION OF U.S. NAVALCOMMUNICATIONS SUPPLEMENTARY RESEARCH ACTIVITIES1. General Functions and Objectives

All technical research and development necessary to meet current and anticipated needs of U.S. Naval Communications Supplementary Activities have been, by order of the Secretary of the Navy, intergrated into a single Navy program known as Project MONOGRAM and placed under the Chief of Naval Communications (OP-20-2) for management and technical control. Research activities have been set up within the Communications Supplementary organization to accomplish the various components of this program. These activities also have responsibility for research in the field of communications countermeasures.

Technical research and development under Project MONOGRAM will ordinarily be concerned with equipment and methods to meet the special operational, security, or priority requirements of CSA and will thus supplement research and development carried on elsewhere for other purposes. It will include the following general fields insofar as they apply to Communication Intelligence problems:

(a) Cryptanalytical - mathematical

This field includes studies of the methodology of the solution of advanced cryptographic systems, and the pursuit of such purely mathematical and statistical studies as are necessary for this or other Communication Intelligence research purposes.

(b) Radio

This field includes the research for, and development of, special equipment, methods, and techniques necessary for the interception, location, identification, transcription, and collection of electromagnetic emissions of all types, as well as special communication equipment or systems required for the control or conduct of Communication Intelligence operations. In addition, this field also includes research and development necessary for radio communications countermeasures.

- 1 -

Enclosure (A) with OP-20-2 serial 0054P20 of 5/3/48

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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES - - - - -(c) Analytical machines

This field includes research and development necessary for the mechanization of the analytical processes involved in the solution of cryptographic systems.

2. Management and Technical Control

The Deputy Chief of Naval Communications for Supplementary Activities (Op-20-2) has been assigned primary responsibility for the management and technical control of Project MONOGRAM. Management control is defined in General Order No. 245 as:

"the direction exercised, in other than military matters, over a unit of the Naval Shore Establishment in the routine administration and control of its local operating functions."

Technical control is defined in General Order No. 245 as:

"the specialized or professional guidance exercised by an authority of the Naval Establishment in technical matters that have been assigned to that authority."

For the purposes of this directive, Management control is considered to be concerned with:

- (a) The anticipation, general planning, initiation, assignment, general objectives, priority, general scope, security, duration, applied effort, fiscal aspects, material procurement, equipment disposition, contract administration, general progress, over-all results, and discontinuance of research and development tasks and projects.
- (b) The administration, operation, and maintenance of research and development Activities and facilities.
- (c) The procurement, assignment, and administration of research and development personnel.
- (d) Such other matters as are not included under military command and coordination control as defined in General Order No. 245, or under technical control as interpreted below.

For the purposes of this directive, technical control is considered to be concerned with:

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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES

- (a) Military Characteristics. \*
- (b) The technical, scientific, or engineering requirements, procedures, methods, techniques, progress, and results of research and development tasks and projects planned or undertaken.
- (c) The technical, scientific, or engineering requirements, specifications, designs, and performance of equipment planned or under development or procurement.

The exercise of these controls is normally as shown in Appendix I. This chart merely establishes normal lines of authority and direct contact, and indicates how directives and reports are routed and where decisions are made, when necessary. It does not indicate the assignment of implementing functions. These will be otherwise specified. The execution of the details of control may be delegated in connection with particular tasks or projects, when and as specifically directed by the authority who normally exercises the particular control in question.

### 3. Coordination and Liaison

An important aspect of Communications Supplementary research and development is the maintenance of liaison with other research and development agencies, such as the Office of Naval Research, the Bureau of Ships, the Army Security Agency, Research and Development Board, and various commercial laboratories. This liaison must be such as to insure that all technical developments which are applicable are brought to bear on Communication Intelligence problems and that the work of Naval Communications Supplementary Activities is properly coordinated with that of other research and development agencies. Op-20-2 is responsible, by order of the Secretary of the Navy, for coordination of the various aspects of Project MONOGRAM as necessary with cognizant bureaus and offices of the Navy Department, particularly with a view toward avoiding duplication of effort.

The charter of the United States Communication Intelligence Board (USCIB) gives to that Board the responsibility for coordination of all matters pertaining to Army-Navy Communication Intelligence research. General coordination in this field also comes within the cognizance of the Research and Development Board.

\* Military characteristics are defined as those essential qualities which an electronics system, equipment or device must possess to fulfill a definite military operational requirement.

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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES

Coordination with the Army Security Agency is actually carried on through two standing sub-committees of USCIB, i.e. the sub-committee on Cryptanalytical Research and Development and the sub-committee on Intercept and D/F.

Coordination control of the various Communications Supplementary Activities as necessary to insure proper integration of the work carried on under Project MONOGRAM, is, of course, necessarily a function of Op-20-2.

Coordination Control is defined in General Order No. 245 as:

"That necessary direction of separate units of the Naval Establishment to insure adequately integrated relationships between all of these units."

The normal responsibility and normal channels for the exercise of coordination control in research and development matters is as shown in Appendix I. As in the case of management and technical control, the execution of the details of coordination control may be delegated in connection with particular tasks when and as specifically indicated by the authority who normally exercises the particular control in question.

4. Research and Development Advisory Committee

This committee consists of the following:

Op-20-2, Chairman

Asst CNC for Supplementary Research (Op-20-L)

Asst CNC for Supplementary Facilities (Op-20-J)

Oinc CSAW

Technical Director, CSAW

Director of Electronic Research, CSAW (N-5)

Project MONOGRAM Control Staff

Office of Electronics (Op-413) Representative

Bureau of Ships Representative

Office of Naval Research Representative (Op-20-L-4)

The assistant for Research Plans and Project Administration (Op-20-L-1) will act as Secretary of the Committee.

The function of the committee is to advise Op-20-2 as to the planning and conduct of research and development and as to the coordination of the research and operational aspects of the various problems undertaken.

The committee will meet at least once a month, as directed by the chairman, for the purpose of reviewing research projects underway, initiating new projects, establishing priorities, and making general plans for future research and development and for the operational application of research and development results.

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FUNCTIONS AND ORGANIZATION OF RESEARCH ACTIVITIES

The membership of the committee has been selected to insure a proper tie and balance between operational requirements and research and development. Other individuals will be required to attend as necessary in connection with problems under consideration. Sub-committees and panels will be appointed as necessary to assist the main committee in its work.

5. Control Staff Organization

The control authority vested in Op-20-2 in connection with the administration and prosecution of Project MONOGRAM is normally exercised by the Director of Research (Op-20-L), subject to the direction and approval of Op-20-2. Op-20-L functions as executive director and coordinator of all research and development carried on under Project MONOGRAM. As such he is responsible to Op-20-2 for the execution of the functions of management control, technical control, and coordination control, as set forth above, with respect to Project MONOGRAM.

Subject to the direction and approval of Op-20-2, the Director of Research (Op-20-L) exercises through appropriate channels technical and management control of research and development work for Project MONOGRAM undertaken at the following Activities:

- Communications Supplementary Activity, Washington, D. C.  
(Radio, Analytical Machine and Cryptanalytical-mathematical Research Divisions)
- Communications Supplementary Activity,  
Cheltenham, Md.
- Communications Supplementary Activity (21),  
Skaggs Island, California.
- Communications Supplementary Research Unit, Naval Research  
Laboratory
- Communications Supplementary Special Field Research  
Projects or Units.

Op-20-L also exercises, through appropriate channels, management and/or technical control of work carried on under Project MONOGRAM at other government or commercial laboratories.

Subject to approval of Op-20-2, the Director of Research (Op-20-L) is vested with specific authority and responsibility in the following matters as indicated:

- Personnel - Establishment of personnel requirements for research activities. No transfers of personnel to or from these activities, except in accordance with approved training programs, shall be made without the specific approval of Op-20-L or Op-20-2.
- Funds - Allocation of funds for Communications Supplementary research and development, and approval of expenditures charged to these funds.

FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES

Procurement-Procurement of all equipment chargeable to Project MONOGRAM funds. This normally includes experimental equipment, pilot models produced under a development contract, and special equipment required for research purposes at research activities. All such procurement by Op-20-L will be coordinated with Op-20-J to insure use of already available material. Procurement of equipment other than the foregoing will be the responsibility of Op-20-J.

The Director of Research (Op-20-L) has the following assistants with duties as indicated (See Appendix II):

Op-20-L-1

Plans and Project Administration - Assists Op-20-L in the general management control of research tasks and projects. Maintains the master plans, records and Progress reports of all research and development projects. Clears all management control correspondence, other than that on matters under cognizance of Op-20-L-3, which must have Op-20-L approval.

Op-20-L-2

Field Coordination and Control - Assists Op-20-L in the management and technical control of radio research tasks and projects at field Communications Supplementary Research Activities or elsewhere in the field as may be necessary. Under supervision of Op-20-L, he also executes the details of management and technical control of such tasks and projects as are specifically assigned to him or as come within his assigned general cognizance. This cognizance includes the following:

- (1) Training of research personnel in the use of new equipment for field research projects or experimental work.
- (2) Outlining and establishing such training programs as are required for Communication Intelligence personnel who take over experimental programs to put them on an operational basis.
- (3) Planning and recommendations, in conjunction with Op-20-L-3, as to requirements and distribution of technical research personnel for field stations. The implementation of such

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planning relative to distribution of personnel is the function of 20-H.

- (4) Planning and establishing materiel allowances for all field research facilities under cognizance of Op-20-L.
- (5) Maintenance of liaison as directed on matters under his cognizance with other research activities.

Op-20-L-3

Fiscal and Personnel - Assistant for fiscal and personnel matters pertaining to research and development. Maintains master fiscal, budgetary, and complement records. Clears all allocation of research funds, procurement of special research equipment, and assignments of technical research personnel which must have Op-20-L approval. Carries on liaison with BuShips on contractual and budgetary matters relating to Project MONOGRAM.

Op-20-L-4

Coordination and Liaison - Maintains and/or supervises liaison with such agencies, offices and laboratories as Op-20-L may deem necessary to insure adequate coordination of Project MONOGRAM with other research programs.

In addition to the foregoing, the Director of Research (Op-20-L) will be assisted by the heads of the three main research sections of the Research Division, CSAW, in the planning and control of research and development projects and tasks as indicated hereinafter.

6. Communications Supplementary Activity, Washington, D.C.  
(CSAW)

The Communications Supplementary Activity, Washington, D.C. (CSAW), includes three main research divisions for the performance of assigned tasks under Project MONOGRAM, as in each of the three general fields of research and development set forth in paragraph 1 above: Cryptanalytical-mathematical, Radio, and Analytical Machine. A fourth division: Services and Facilities, provides certain services and facilities required by the Research Divisions and Op-20-L.

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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES

Research and development projects and tasks to be performed by the above mentioned three Research Divisions CSAW, under Project MONOGRAM, will be assigned and management control thereof exercised by Op-20-L via the Oinc, CSAW. The latter is responsible for the execution of the details of such management control and for the coordination of the local functions of these three Research Divisions with those of the other Divisions and sections of CSAW. In the performance of these assigned projects and tasks, the Electronic Research Department is subject to the direct technical control of Op-20-L, and will supply him with such technical reports, in connection therewith, as he may require.

In addition to performing assigned projects and tasks as above, the afore-mentioned three Research Divisions of CSAW will perform two general control functions, in their respective fields, as required by Op-20-L, i.e.,

- (1) Advise and Assist Op-20-L, in the management and technical control of all research and development projects and tasks; and
- (2) Act as project engineers or otherwise execute the details of technical control of research and development projects and tasks.

In the performance of these two control functions, the three research division heads will have direct access to Op-20-L except on matters concerning the exercise of management control of tasks and projects assigned for accomplishment by the Research Divisions, CSAW, in which case contact will be as the Oinc, CSAW, direct. The aim of this arrangement is to facilitate technical control of work at CSAW and minimize the control overhead for research and development carried on elsewhere.

Whenever work at field stations is required in connection with tasks and projects assigned to the Research Divisions at CSAW such work is normally directed by Op-20-L-2 in accordance with the technical requirements of the division heads concerned, and all results are reported by Op-20-L-2 to the division heads as required by them. (See Appendix I). Technical control of work and processing of material on tasks and projects of mutual interest to Op-20-L-2 and the division heads, are as mutually arranged between them or as assigned by Op-20-L.

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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES7. Communications Supplementary Activity, Cheltenham, Maryland

Functions of this activity are in general as follows:

- (a) Research monitoring of the spectrum for the purpose of determining the technical character of all new or unidentified transmissions.
- (b) Operational tests of radio and intercept equipments of new types in order to insure that they are suitable for operational use. Particular emphasis will be placed on techniques of signal recording and signal identification.
- (c) The training of personnel for the operation and maintenance of special equipment.
- (d) The accomplishment of research and development projects and tasks as assigned or approved by Op-20-L.

8. Communications Supplementary Activity (21), Skagg's Island, California

The functions of this activity are in general as follows:

- (a) Research monitoring of the spectrum for the purpose of determining the technical character of all new or unidentified transmissions.
- (b) Operational tests of radio and intercept equipment of new types in order to insure that they are suitable for C.I. use. Particular emphasis will be placed on techniques of transmitter location.
- (c) The training of personnel for the operation and maintenance of special equipment.
- (d) The accomplishment of research and development projects and tasks as assigned or approved by Op-20-L.

9. Communications Supplementary Research Unit, Naval Research Laboratory

The functions of this activity are:

- (a) The development of special equipment, with particular emphasis on identification techniques.
- (b) Liaison with the Naval Research Laboratory on technical projects related to the Communication Intelligence.
- (c) The accomplishment of projects and tasks as assigned by Op-20-L.



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FUNCTIONS AND ORGANIZATION OF CS RESEARCH ACTIVITIES \_ \_ \_ \_

10. Special Supplementary Research Projects in the Field.

From time to time special research projects and tasks are initiated or approved by Op-20-2 or Op-20-L. For such special projects and tasks Op-20-L will supply technical personnel. Whenever such a project or task approaches completion and promises to become operational, Op-20-L will have the responsibility for providing the necessary training for regular operating personnel in the use and maintenance of the equipment. In general, when such training has been satisfactorily completed all research personnel will be withdrawn from connection with the project or task, and the complement of the Research Organization will cease to be drawn upon for operation and maintenance.

J. N. WENGER  
Captain, USN  
Op-20-2.

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16 April 1943

Op-20-G's SUBDIVISION ORDER No. 55:Subject: Cognizance and Functions of Sections under  
Op-20-G.Reference: (a) U. S. Naval Communication Intelligence  
Organization - Diagram March 11, 1943.1. The cognizance and functions of the various  
sections under Op-20-G, and relationship between certain  
sections, are as follows:20-G: Assistant Director, Naval Communications for Com-  
munication Intelligence.*Capt. E.E. Stone*  
USN20-G-1: Operation and Planning (Technical Direction).*Cdr. J. N. Wenger*  
USN20-G-11: Communications (Supervision).

- (1) Liaison with GC and GE.
- (2) Assistant to 20-G and 20-G-1 in communica-  
tion matters.

20-G-12: Historical Reports.*Lt. (jg) J. V. Connorton*

- (1) Maintenance of War Diary (a collection of  
historical materials) for subdivision under  
Op-20-G.
- (2) Preparation of history of activities of sub-  
division under Op-20-G for the D.N.C.
- (3) Preparation of monthly Progress Report to Op-20-P.
- (4) Preparation of monthly News Memo to our field units.
- (5) Special assignments by Op-20-G and Op-20-G-1.

20-GA: Administrative Assistant to 20-G.*Lt. Cdr. A. L. Hubbard*20-GA-2: Security. — *Ens. M. L. Smith*

- (1) Physical Security.
  - (a) Liaison with Marine Detachment, N.C.A.  
Establishment, arrangement of, and orders  
for sentry posts.
  - (b) Security of storage and handling of classi-  
fied material.

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-----20-GA-2 (Continued)

- (c) Supervision and planning for the destruction of waste classified material.
- (d) Issue of personal and property passes.
- (e) Establishment and supervision of Security, Fire Watches, and Messenger Watches.
- (f) Internal security. Protection of restricted areas.
- (g) Procurement, distribution, and collection of Identification Badges.

## (2) Personnel Security.

- (a) O.N.I. investigation of 20-G personnel.
- (b) Authorization to handle Secret and Confidential material.
- (c) Indoctrination of personnel in Security.
- (d) Liaison with Office of the Provost-Marshal and O.N.I.

## (3) Fire Protection and Defense.

- (a) Liaison with Metropolitan Fire Department and Navy Department Fire Fighting Officials.
- (b) Administration and training of N.C.A. personnel in fire defense.
- (c) Procurement and maintenance of N.C.A. Fire Fighting Equipment.

## (4) Air Raid Protection

- (a) Liaison with Navy Department Air Raid Officials.
- (b) Administration and training of N.C.A. personnel in Air Raid defense.
- (c) Procurement and maintenance of Air Raid Defense Equipment.

20-GB: Correspondence. - Lt. (jg) R. E. L. Strider - Ensign E. M. Quinlan

- (1) Receiving, recording, routing, and delivery of all material received by mail.
- (2) Maintenance of correspondence files for entire subdivision. (When desirable, technical files will be maintained by the section concerned, with record thereof in GB files.)

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-----20-GB (Continued)

- (3) Follow-up on outstanding correspondence requiring action.
- (4) Stenographic service for entire subdivision, including smooth write-up of rough drafts prepared by the various sections.
- (5) Internal messenger service for entire subdivision.
- (6) Maintenance of the N.C.A. end of the courier service, especially during the day, proper disposition of all material received from the Navy Department, and proper dispatch of all material to be sent from the Annex to the Navy Department.
- (7) Mailing of both classified and unclassified material.
- (8) Mimeograph work for Op-20-G.
- (9) Maintenance of custodial records of all registered publications drawn by Op-20-G. (Includes quarterly inventories and reports to Op-20-S-2.)

20-GC: Communications (Own Traffic). *Lt. F. C. Alexander*

- (1) Encryption and decryption of dispatches to and from other units of U. S. and Allied radio intelligence organizations.
- (2) Receiving, recording, routing, and delivery of all dispatches coming to or leaving Op-20-G.
- (3) Follow-up on any dispatches requiring action.
- (4) Maintenance of files of all dispatches addressed or routed to, or originated by Op-20-G.
- (5) Traffic time and volume studies as required.
- (6) Night Courier Service - N.C.A. end of service - see 20-GB duties.

20-GD: Frequencies and Ionospheric Research. - *Cdr. R. S. Hayes*20-GE: Intercept Traffic and Communications Control (Materiel).

- (1) Intercept. *Lt. J. R. David*

- (a) Interception and delivery to Washington (via teletype) of enemy radio traffic.
- (b) Assignment of frequency coverage to intercept stations (liaison with Op-20-GT, GW, and GY).
- (c) Control of Communication Intelligence teletype operations within the continental limits of the United States.

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-----20-GE (Continued)

- (d) Training of all teletype operators for C.I. Stations.
- (2) Communications.
  - (a) Control of teletype and telephone networks (installation and operation of) in C.I. stations. (Liaison with Op-20-P-5 and telephone companies relative to installations and operations.)
  - (b) Design and outline of antennae systems (receiving and transmitting) applicable to needs of Intercept and Strategic D/F Stations.
- (3) Assistance to Op-20-GX and Op-20-GF in aligning use of C.I. radio-telegraph frequencies,

20-GF: D/F Control. - *Lt. Cdr. B. F. Roeder USN*

- (1) Operational control of the Strategic H/F D/F Net in the Atlantic.
- (2) Operational control and supervision of East Coast H/F and I/F Nets.
- (3) Operation of Atlantic H/F and I/F Plotting Centers Washington,
- (4) Operation of Pacific H/F Plotting Center Washington,
- (5) Preparation and dissemination of H/F and I/F Tracking Instructions for nets in the Atlantic.
- (6) Operation of Atlantic stations for:
  - (a) TINA
  - (b) RFP
- (7) Maintenance and submission of periodic reports on individual stations and over all performance of Strategic D/F Nets in the Atlantic.

20-GI: Intelligence and Liaison.*GI - Lt. Cdr. S. H. Daisley  
GI-1 Lt. Cdr. M. de Maria, USN*GI-1 (Pacific Area) and GI-2 (Atlantic Area).*GI-2 - Lt. Cdr. B. F. Roeder USN*

- (1) Reception and collation of:
  - (a) Translations of decrypted and plain language

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-----20-GI (Continued)

- enemy dispatches produced by other sections of Op-20-G, and by the U. S. Army Communication Intelligence Unit.
- (b) Traffic analysis results produced by other sections of Op-20-G.
- (2) Formulation of decryption and traffic intelligence from the material received as indicated in paragraph (1), and dissemination to other Communication Intelligence Centers and certain major commands afloat.
- (3) Internal dissemination of all pertinent communication intelligence and collateral information received by 20-GI which would be helpful to the other sections of Op-20-G in the performance of their respective duties.
- (4) Reception, collation, correlation, and interpretation of all communication intelligence and collateral information received from:
- (a) Local 20-G functions. (Results of formulation indicated in paragraph (2), above.)
- (b) Reports from Communication Intelligence units in the field.
- (c) Allied special intelligence reports.
- (d) Operational dispatches and reports to OPNAV and COMINCH.
- (e) Reports from ONI, Army, FBI, FCC, Coast Guard, and other U. S. and foreign governmental agencies.
- (5) Preparation and dissemination to COMINCH and ONI of:
- (a) All communication intelligence of current strategic or tactical value.
- (b) Special reports based on communication intelligence, as requested.
- (6) Dissemination to Allied Communication Intelligence Centers of communication intelligence produced by the U. S. organization which pertains to the areas wherein said Allied Centers are particularly interested.
- (7) Maintenance of charts indicating the current positions of enemy naval forces as determined by radio

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20-GI (Continued)

and other intelligence, together with the current positions of major U. S. and Allied naval units in the more important operational areas.

GI-3 - Lt. Cdr. H. S. Harrison

- (1) Reception and review of translations of decrypted foreign diplomatic, Naval Attache and clandestine dispatches produced by other sections of Op-20-G and by the U. S. Army Communication Intelligence Unit.
- (2) Dissemination of translations mentioned in (1) to GI-1 and GI-2, ONI, COMINCH and the White House.
- (3) Liaison between Op-20-G and the War and Navy Departments.
- (4) Supervision of the officer courier system between the Naval Communications Annex and the Navy Department.

20-GL: Collateral Information. - Lt. Cdr. G. E. Boone

- (1) Acquisition and maintenance of files of all deciphered traffic translations, intelligence reports, summaries, and captured documents.
  - (a) Classification, cross reference indexing, and filing the above as may be necessary or convenient to the decryption, translation, and production of crypto intelligence.
- (2) Maintenance of liaison with other government agencies as may be required, to examine their reports for the acquisition of background and to locate information which may be of value, to catalog the sources of such information, and to prepare collation reports when requested.
- (3) Maintenance of a file of solved systems and captured systems for reference by research groups.
- (4) Maintenance of a file of research studies of other departments which are of value to crypto units.
- (5) Maintenance in a geographic section of a complete list of H.O. and B.A. charts, maps, place names and gazetteers of all geographic locations, foreign and domestic.

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A3-2(3)Subject: Cognizance and Functions of Sections Under Op-20-G.  
-----20-GL (Continued)

- (6) Maintenance of a file of all crypto training courses and all books procurable on crypto.
- (7) Operational write-ups on recovered systems for reference of research groups.
- (8) Maintenance of a file of places and names in the news of assistance to other sections.

20-GM: Technical Research. — *Cdr. H. J. Engstrom*

- (1) Cryptanalytical Research.
  - (a) Maintenance of files of theoretical cipher solutions.
  - (b) Investigation of new methods of cipher solutions.
  - (c) Method studies on cryptanalytic solutions.
  - (d) Review of cryptanalytical production methods.
- (2) Research on Radio Technical Problems.
  - (a) Radio transmission problems.
  - (b) H/F, D/F performance.
  - (c) Operator and transmitter identification.
  - (d) Range estimation.
- (3) Development of Cryptanalytical Machinery.
  - (a) Modifications of IBM equipment.
  - (b) Development of ultra high-speed analytical equipment.
  - (c) Liaison with development agencies.
  - (d) Maintenance of records on experimental equipment.
- (4) Research on General Communication and Radio Intelligence Techniques.
  - (a) Development of automatic communication equipment.
  - (b) Decryption of non-Morse radio systems.

20-GQ: Equipment and Miscellaneous Services. — *Lt. W. V. Bearhart*

- (1) Expediting of equipment for the entire Radio Intelli-



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-----20-GQ (Continued)

gence Organization.

- (a) Follow-up on all requisitions and other procurement correspondence.
- (b) Liaison with Op-20-A-3, BuShips, Op-20-E, Navy Yard, WPB, BuSandA, and Yards and Docks on material procurement, and manufacturers.
- (2) Reception and delivery of equipment for all sections.
- (3) Maintenance of repair section for typewriters.
- (4) Transportation service.
- (5) Cafeteria service.

20-GR: Training and Morale. - Lt. Col. L. P. Smith20-GR-1: Assistant Training and Morale. - Lt. R. B. Hackman

- (1) Preparatory training of civilians qualifying for duty or employment in Op-20-G's subdivision (and under Op-20-S).
- (2) In-Service training of officers, enlisted men, and civilian employees.
  - (a) Development and administration of correspondence courses in cryptanalysis.
  - (b) Cooperation with section heads in administration of special training programs.
  - (c) Training for advancement in rating or promotion.
- (3) Maintenance of subdivision indoctrination school (preliminary indoctrination in security and execution of oath of secrecy of new personnel).
- (4) Classification of assigned personnel and of civilian employees.
- (5) Assignments to training duty of assigned personnel and civilian employees.
- (6) Maintenance of operational training records.
- (7) Preparation of memoranda for Op-20-A and Op-20-S and liaison with these sections.

20-GS: Machine Processes. - Lt. Col. A. O. Hogan

- (1) Provisions of cryptanalytical machine processing service for Op-20-GY.

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A3-2(3)Subject: Cognizance and Functions of Sections under Op-20-G.  
-----20-GS (Continued)

- (2) Machine processing aid to other sections of Op-20-G. (Requests for services made to 20-GS will be coordinated by Op-20-GY).
- (3) Provision of statistical aid to other sections of the Communication Division, when approved by 20-G-1.
- (4) Designing and development of machine processes (Tabulating) for work that would otherwise require extensive hand labor.
- (5) Development of machines of special character to shorten present or future Tabulating machine procedure.
- (6) Preparation of Daily Card file for GW.
- (7) Provision of Tabulator assistance for GM.
- (8) Preparation of R.I. Publications for GY and GZ.
- (9) Training of personnel for similar duty in outlying stations.

20-GT: Traffic Analysis. — Lt. Cdr. J. R. Dennis, USN

- (1) Study of intercepted radio traffic in order to:
  - (a) Provide all possible enemy information obtainable by methods short of cryptanalysis.
  - (b) Reduce call sign ciphers to basic elements or equivalents.
  - (c) Provide and maintain as complete a call-sign identification service as possible.
  - (d) Determine structure of Japanese communication system by:
    1. Guard Lists.
    2. Frequency Plans.
  - (e) Solve procedure signs, operators' signals and other technical elements of Japanese Naval Communications.
  - (f) Determine Japanese Naval Organization.
- (2) Decryption and identification of call signs in headings of dispatches as required by other sections of Op-20-G.
- (3) Correlation and dissemination of call sign identifications, frequency data, and other technical data related to Japanese Naval Communi-

CONFIDENTIALOp-20-G/jse  
A3-2(3)Subject: Cognizance and Functions of Sections under Op-20-G.  
-----20-GT (Continued)

cations, from whatever source obtained, to U. S. and Allied Communication Intelligence Units and Intercept Stations.

20-GW: Traffic Routing and Statistics. - Lt. Com. W. F. Harrington

- (1) Receiving and routing radio intercept and associated material.
- (2) Maintenance of a statistical index of intercepted Japanese Naval traffic, including comprehensive card files.
- (3) Maintenance of a photographic laboratory for the use of Op-20-G.
- (4) Running quantitative and qualitative studies of the volume of traffic on Japanese Naval channels for the purpose of deducing intelligence therefrom.
- (5) Exchange of intercept traffic with allies.
- (6) Miscellaneous studies for aid in obtaining radio intelligence.

20-GX: Radio D/F and Intercept. - Lt. Com. J. S. Cross

- (1) Planning for the assignment of intercept, D/F, RFP, TINA, and R/E tasks in accordance with current directives, including necessary communication facilities.
- (2) Coordination of D/F, RFP, TINA, R/E, and intercept operations.
- (3) General materiel planning and allowances for direction finder and intercept stations.
- (4) General personnel planning and allowances for direction finder and intercept stations.
- (5) Preparation of R.I. memorandum, RIP's and instructional recordings dealing with interception and D/F work in foreign communications.
- (6) Planning for proper training of radiomen for duty at intercept and D/F stations.
- (7) Coordination of liaison with Hydrographic Office and Op-20-S-1 in the preparation, revision, and replacement of tracking codes and charts.
- (8) Conducting investigation, determining site and authorizing the commissioning of new R.I. and D/F stations and the enlargement of existing stations, including necessary liaison.

~~CONFIDENTIAL~~Op-20-G/jse  
A3-2(3)Subject: Cognizance and Functions of Sections under Op-20-G.  
-----20-GX (Continued)

- (9) Liaison with D/F and intercept stations for proper maintenance and instruction.
- (10) Recommendations for changes in D/F and intercept methods, personnel and equipment to insure efficient operation.

20-GY: Cryptanalysis and Decryption. - *Cdr. L. H. Parker USN*

- (1) Coordination of cryptanalytical tasks and decrypting efforts accomplished in all C.I. activities, according to current policy.
- (2) General supervision and coordination of functions of 20-GT, 20-GW, and 20-GS with 20-GY.
- (3) Rapid decryption of all traffic in solved or partially solved systems and forwarding of decrypted texts to 20-GZ for translation.
- (4) Exchange of cryptanalytical information between Negat and other C.I. activities.
- (5) Publication of registered RIPS containing a complete record of cryptanalytical results, including reconstructed cryptographic aids, and using data obtained from all sources.
- (6) Personnel planning and allowances for cryptanalysts in U. S. Navy C.I. units.
- (7) Collaboration with 20-GM in development of new analytical machinery and research into new methods of cipher solution.
- (8) Collaboration with 20-GM in operation of rapid analytical machinery during development period.
- (9) Collaboration with 20-GZ on code recovery.
- (10) Collaboration with 20-GL on preparation of the historical record of theoretical solutions, and the development of collateral information files.
- (11) Coordination of the search for "cribs" helpful in code or cipher recovery.

20-GZ: Translation and Code Recovery. - *Cdr. R. Mason, USN*

- (1) Language assistance to 20-GY decryption units.
- (2) Recovering of new code systems after initial processing by 20-GY, concentrating on this function until intelligible text is produced.
- (3) Translation of:
  - (a) Straight decryption obtained from 20-GY.

~~CONFIDENTIAL~~Op-20-G/jse  
A3-2(3)Subject: Cognizance and Functions of Sections under Op-20-G.  
-----20-GZ (Continued)

- (b) Text produced by operation set forth in paragraph 2.
- (c) Plain language messages.
- (4) Preparation of translations for dissemination and delivery to proper section or outside activity.
- (5) Dissemination of recovered code values and other technical translating data to other R.I. units.
- (6) Liaison with other government activities in the procurement, translation, and dissemination of clandestine communications.
- (7) Assistance to 20-GX and 20-GY in the preparation of RIPs.
- (8) Liaison with ONI on acquisition of language personnel, particularly Japanese linguists.

E. E. STONE

cc: All Sections.

OFFICE OF NAVAL COMMUNICATIONS (D.N.C.)

~~RESTRICTED~~

DIRECTOR OP-20  
1 Rear Admiral

ASSISTANT DIRECTOR OP-20-A  
Executive Officer  
Plans, policies  
Task assignments  
Budget  
Intradepartmental liaison  
Publicity  
Officer personnel  
1 Captain

ACCOUNTING SECTION OP-20-H  
Legislation and treaties  
Rates, accounting, auditing, disbursing  
Liaison with I.A.G. and Bueng (rentals, contracts, equities, etc.)  
Commercial statistics  
1 Lieut. Commander

INSPECTION SECTION OP-20-I\*  
Inspections  
Traffic data and records  
1 Lieut. Commander  
\* Functions separately only in war

REGISTERED PUBLICATION SECTION OP-20-P  
Custody  
Classification  
Accounting  
Distribution  
Courier service  
Postal service (security)  
Routing  
Liaison R.R.'s, S.S. Co.'s  
Information (R.P.M.)  
1 Lieut. Commander

TECHNICAL SECTION OP-20-T  
Technical advisor  
Frequencies  
Devices  
Conventions  
Communication materiel  
Interdepartmental liaison for frequencies  
1 Lieut. Commander

NAVAL COMMUNICATION RESERVE SECTION OP-20-L  
All reserve radio operations  
Reserve personnel (liaison with Bunav)  
Reserve radio stations  
1 Comdr. - 1 Lieut. Comdr.

*Civ. Supp.*  
1-CAF6  
1-CAF4  
3-CAF2

*Lt. Comdr. Mitchell*

CRYPTOGRAPHIC SECTION OP-20-GC  
Design and production of all Naval Cryptographic systems and devices (includes cryptographic design of all signal books, recognition signals, call systems and operators' signals)  
Liaison with Bueng regarding materiel requirements of cryptographic devices and equipment  
1 Lieut. Commander *Lt. Wood*

*Civ. Emp.*  
*Clarks*  
1-CAF2  
1-CAF5

COMMUNICATION SECURITY SECTION OP-20-GS  
Cryptographic security  
Radio security  
Visual security  
Physical security of cryptographic aids  
Communication security instruction manuals  
1 Lieut. Commander *Park*

*no air emp.*

RADIO INTERCEPT AND TRACKING SECTION OP-20-GX  
Organization, training and administration of Naval Radio Intercept and Tracking activities  
Preparation and production of Radio Intercept and Tracking publications  
Supervision of Intercept and Tracking stations, including designation of mission to each station  
Liaison with Bueng regarding materiel requirements  
1 Lieut. Commander

*no air emp.*

CRYPTANALYTIC SECTION OP-20-GY  
Organization, training and administration of Naval Decrypting and Traffic Analysis activity  
Liaison with Bueng regarding materiel requirements of cryptanalytical equipment  
Analysis of new cryptographic systems and devices  
1 Lieut. Commander  
1 Lieutenant *Wenger*

1-P4  
1-P1  
\* 1-SP5  
2-SP4  
3-CAF3  
2-CAF2  
\* 1-CAF1 1936

TRANSLATION SECTION OP-20-GZ  
Foreign language research in relation to cryptanalysis  
Translation of decrypted traffic  
1 Lieut. Commander *Bertley*  
1 Lieutenant

*Bertley*

SECRETARIAL SECTION OP-20-S  
Civil force  
Files and records  
Correspondence  
Office library  
Publications (non-confidential)  
Supplies  
Printing  
Reproduction  
Non-confidential mailing lists distribution  
1 Chief Clerk

WAR PLANS SECTION OP-20-WP  
War plan preparation  
War plan execution  
War diary (Office D.N.C.)  
Liaison with War Plans Division of Opnav  
1 Commander

NAVY DEPARTMENT COMMUNICATION OFFICER SECTION OP-19  
Navy Department communications  
Traffic liaison all bureaus, offices and agencies, Navy Department  
Traffic liaison Army message center  
Traffic liaison Govt. Departments  
D.C.O. all communication activities on the Severn and Potomac Rivers  
1 Lieut. Commander  
1 Lieutenant  
4 Lieutenants (Watch)  
4 Lieuts. (in) (Coding)

NAVY SHORE SECTION OP-20-M  
Operation, maintenance, modernization of Shore System (traffic, direction finders, beacons, underwater sound, etc.)  
Communication channels  
Shore frequencies  
Shore competition  
Broadcasting (including time, weather, hydro.)  
Liaison with Bueng, Coast Guard, Bu. Lighthouses, C. & G. Survey, Bu. Fisheries, Shipping Board Bureau  
1 Lieut. Commander

FIELD SERVICE OP-20-F  
Statistics of complements, personnel, radio stations, schools, traffic, etc.  
Statistical liaison with Bunav, Federal Communications Commission, War Dept., Coast Guard Naval Reserve, etc.  
Office information  
Historical data  
1 Chief Engineer Aide

RADIO SECTION OP-20-C  
Radio communication afloat and in the air  
Fleet frequencies (including aircraft)  
Radio communication with merchant vessels  
Underwater sound  
Radio procedure, calls and operating signals  
Member Interior Control Board  
Liaison with U.S. Fleet, Op. Flt. Train., Op. Flt. Maint., Bueng, Buair, USAT Service Ship Development Board  
1 Lieut. Commander

TRAINING SECTION OP-20-R  
Communication Instructions  
Personnel planning  
Schools and training  
Instruction courses and devices  
1 Lieut. Commander

VISUAL SECTION OP-20-V  
Visual communication  
Sound in air communications  
Visual communications with merchant vessels  
Visual instructions and manuals  
Visual procedure, calls and operating signals  
Signal books and systems  
Liaison with U.S. Fleet, Op. Flt. Train., Bueng, Bucon, and Interior Control Board  
*Lt. Comdr. Roper.*  
1 Lieut. Commander  
*1-CAF2*

*Comdr. Kingman*  
*1-Secretary CAF-3*

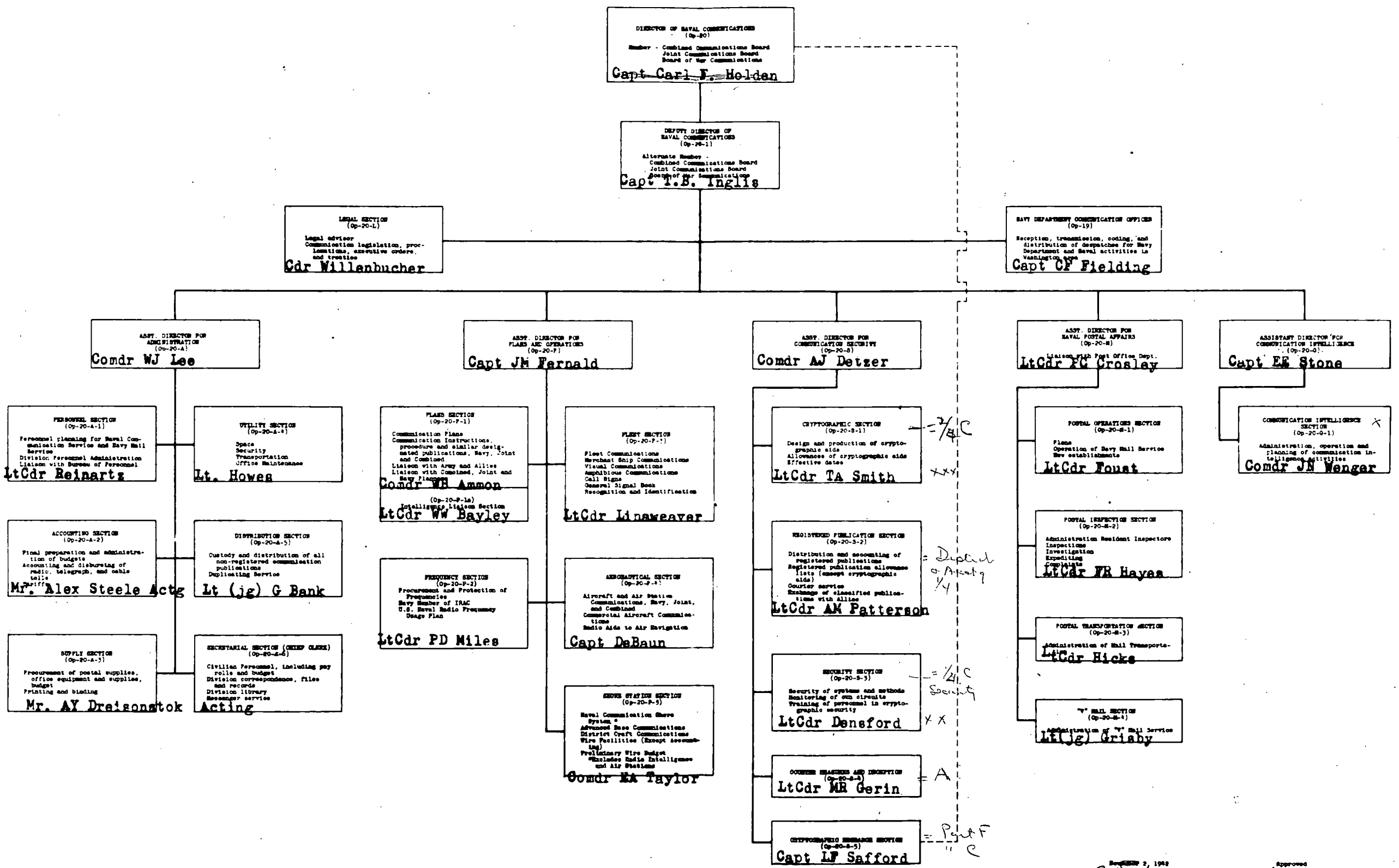
WIRE LINES SECTION OP-20-D\*  
Telegraph and telephone  
Teletype and telepage  
Cables  
Miscel. expenses, Subhead 5  
Liaison with wire companies  
1 Tel. and Tel. Engineer

\* Performs accounting duties under OP-20-H

Approved by Chief of Naval Operations  
11 March 1935  
*S. C. Hooper*  
S.C. Hooper  
Captain, U.S. Navy  
Director of Naval Communications

11 March 35

✓





2 Nov 42

2

# NAVAL COMMUNICATIONS SERVICE OP-19-OP-20

**DIRECTOR OF Rear Admiral Jos.R.Redman**  
NAVAL COMMUNICATIONS (OP-20)  
Ext. 3313  
Member - Combined Communications Board  
Joint Communications Board  
Board of War Communications

**DEPUTY DIRECTOR OF Capt.Thos.B.Inglis,USN**  
NAVAL COMMUNICATIONS (OP-20-1)  
Ext. 3606  
Alternate Member -  
Combined Communications Board  
Joint Communications Board  
Board of War Communications

**Comdr.F.O.Willenbucher**  
LEGAL SECTION (OP-20-L)  
Ext. 3675  
Legal advisor  
Communication legislation, pro-  
clamations, executive orders,  
and treaties

**NAVY DEPT. COMMUNICATION OFFICER (OP-19) Capt.C.F.Fielding 3194**  
Reception, transmission, coding, and  
distribution of despatches for Navy  
Department and Naval activities in  
Washington area

**Capt.W.J.Lee**  
Ext.62853

**ASSISTANT DIRECTOR FOR ADMINISTRATION (OP-20-A)**

**ASSISTANT DIRECTOR FOR Comdr.F.R.Furth 5677**  
ELECTRONIC MATERIEL (OP-20-E)

**ASSISTANT DIRECTOR FOR Capt.A.P.Mullinnix 2525**  
PLANS AND OPERATIONS (OP-20-P)

**ASSISTANT DIRECTOR FOR Capt.A.J.Detzer 3838**  
COMMUNICATION SECURITY (OP-20-S)

**ASSISTANT DIRECTOR FOR Cdr.P.C.Crosley 4409**  
NAVAL POSTAL AFFAIRS (OP-20-M)  
LIAISON WITH POST OFFICE DEPT.

**ASSISTANT DIRECTOR FOR Capt.E.E.Stone 4995**  
COMMUNICATION INTELLIGENCE (OP-20-G)

**Cdr. McFarlane 2856**

**PERSONNEL SECTION (OP-20-A-1)**  
Personnel planning for Naval Com-  
munication Service and Navy Mail  
Service  
Division Personnel Administration  
Liaison with Bureau of Personnel

**Lt. R.W.Wilson 62089**  
**UTILITY SECTION (OP-20-A-4)**  
Space  
Security  
Transportation  
Office Maintenance

**Lt. Cdr.E.B.Patterson 5676**  
**SHIPS SECTION (OP-20-E-1)**  
Sea Frontier  
Merchant Vessels  
District Craft  
Local Defense Craft

**Cdr.W.B.Ammon 2517**  
**PLANS SECTION (OP-20-P-1)**  
Communication Plans  
Communication Instructions,  
procedure and similar desig-  
nated publications, Navy, Joint  
and Combined  
Liaison with Army and Allies  
Liaison with Combined, Joint and  
Navy Planners

**Cdr.W.F.Linaweaver 62898**  
**FLEET SECTION (OP-20-E-3)**  
Fleet Communications  
Merchant Ship Communications  
Visual Communications  
Amphibious Communications  
Call Signs  
General Signal Book  
Recognition and Identification.

**Lt. Cdr.Reed 5077**  
**CRYPTOGRAPHIC SECTION (OP-20-S-1)**  
Design and production of crypto-  
graphic aids  
Allowances of cryptographic aids  
Effective dates

**Lt. Cdr.W.R.Callahan 4409**  
**PLANNING AND CONTROL SECTION (OP-20-M-1)**  
Plans and Policies  
Public Relations  
Addresses, Censorship  
Liaison

**Cdr.J.N.Wenger 4995**  
**COMMUNICATION INTELLIGENCE SECTION (OP-20-G-1)**  
Administration, operation  
planning of communication in-  
telligence activities

**Lt. T.G.Love 62951**  
**ACCOUNTING SECTION (OP-20-A-2)**  
Accounting and disbursing of  
radio, telegraph, and cable  
calls,  
tariffs

**Lt. Patterson 5676**  
**DISTRIBUTION SECTION (OP-20-A-5)**  
Custody and distribution of all  
non-registered communication  
publications  
Duplicating Service

**Cdr.D.S.Rau 2814**  
**SHORE STATIONS ADVANCED BASE SECTION (OP-20-E-2)**  
Shore Radio Stations  
Local Defense Stations  
Advance Base Stations

**Cdr.F.Glatzel 3843**  
**INTELLIGENCE LIAISON SECTION (OP-20-P-1a)**

**Capt.G.H.DeBaun 3248**  
**AERONAUTICAL SECTION (OP-20-P-4)**  
Aircraft and Air Station  
Communications, Navy, Joint,  
and Combined  
Commercial Aircraft Commu-  
nications  
Radio Aids to Air Navigation

**Cdr.W.W.Bayley 2047**  
**REGISTERED PUBLICATION SECTION (OP-20-S-2)**  
Distribution and accounting of  
registered publications  
Registered publication allowance  
lists (except cryptographic  
aids)  
Courier service  
Exchange of classified publica-  
tions with Allies

**Lt. Cdr.F.P.Hayes 62155**  
**POSTAL INSPECTION SECTION (OP-20-M-2)**  
Administration Resident Inspectors  
Inspections  
Expediting  
Complaints

**Lt. T.G.Love 62951**  
**SUPPLY SECTION (OP-20-A-3)**  
Procurement of postal supplies,  
office equipment and supplies,  
budget  
Printing and binding

**Ch.Clk.A.Y.Dreison-  
stok 3355**  
**SECRETARIAL SECTION (CHIEF CLERK) (OP-20-A-6)**  
Civilian Personnel, including pay-  
rolls and budget  
Division correspondence, files  
and records  
Division library  
Messenger service

**Cdr.P.Goltsoboro 3249**  
**AERONAUTICAL SECTION (OP-20-E-3)**  
Airborne  
Air Stations & Facilities  
Advance Base Air Facilities

**Lt.Cdr.P.P.Miles 3555**  
**FREQUENCY SECTION (OP-20-P-2)**  
Procurement and Protection  
of Frequencies  
Navy Member of IRAC  
U.S. Naval Radio Frequency  
Usage Plan

**Cdr.E.A.Taylor 2814**  
**SHORE STATION SECTION (OP-20-P-5)**  
Naval Communication Shore  
System  
Advanced Base Communications  
District Craft Communications  
Wire Facilities (Except Account-  
ing)  
Preliminary Wire Budget  
\*Excludes Radio Intelligence  
and Air Stations

**Lt.Cdr.P.L.Densford 3831**  
**SECURITY SECTION (OP-20-S-3)**  
Security of systems and methods  
Monitoring of own circuits  
Training of personnel in crypto-  
graphic security

**Lt.Cdr.K.M.Foust 62987**  
**POSTAL OPERATIONS SECTION (OP-20-M-3)**  
Operation of Navy Mail Service  
New establishments  
Money Orders

**Lt.Cdr.L.W.Hicks 62155**  
**POSTAL TRANSPORTATION SECTION (OP-20-M-4)**  
Administration of Mail Trans-  
portation

**Lt.Cdr.G.M.Withinton 62029**  
**SPECIAL DEVICES SECTION (OP-20-E-4)**

**Lt.Cdr.L.F.Safford 62553**  
**LIAISON SECTION (OP-20-E-5)**  
Counter Measures  
Communication Intelligence  
Marine Corps  
Coast Guard

**Lt.(jg)Frances Rich 62988**  
**"V" MAIL SECTION (OP-20-M-5)**  
Administration of "V" Mail Service

**Capt.L.F.Safford 62553**  
**CRYPTOGRAPHIC RESEARCH SECTION (OP-20-S-5)**

**Capt.L.F.Safford 62553**  
**COUNTER MEASURES AND DECEPTION SECTION (OP-20-S-4)**

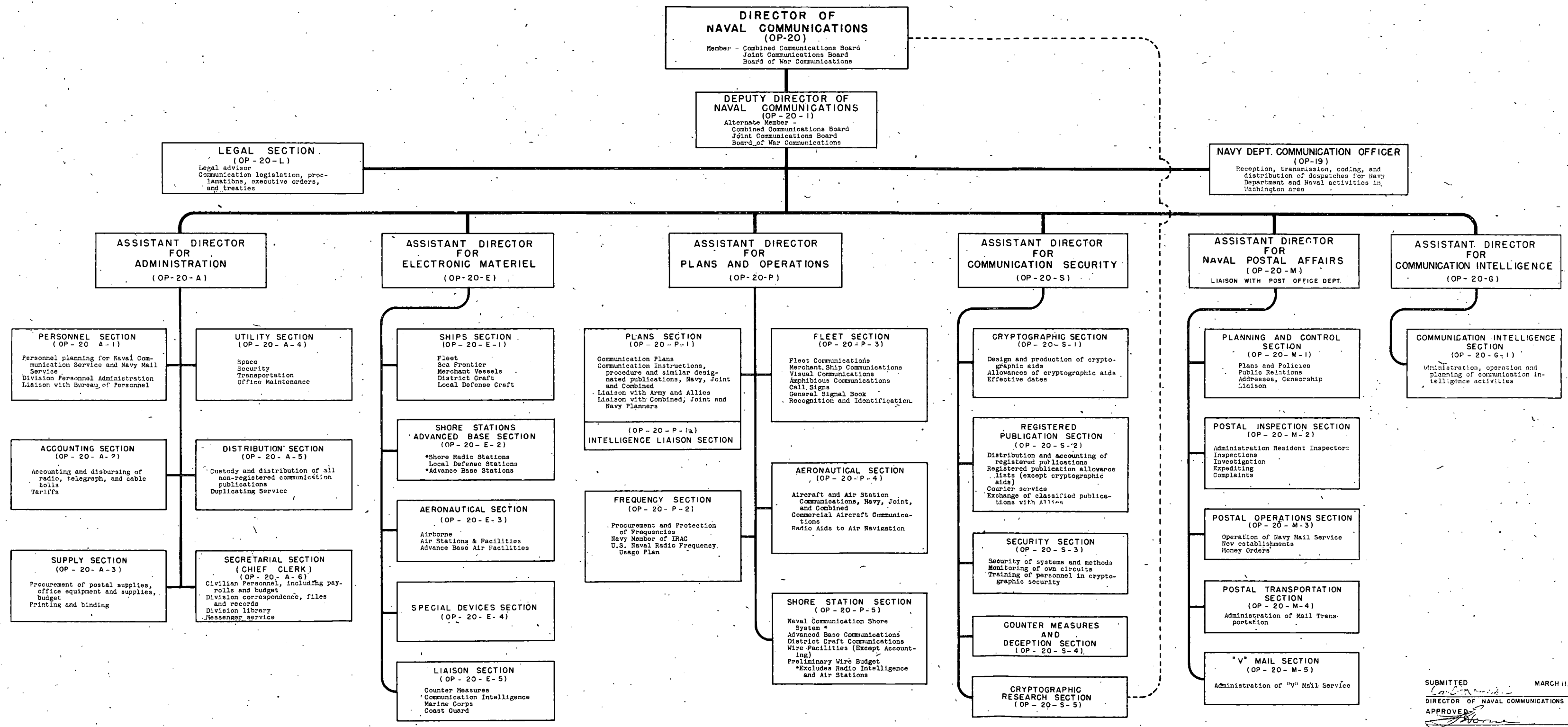
**Capt.L.F.Safford 62553**  
**CRYPTOGRAPHIC RESEARCH SECTION (OP-20-S-5)**

\* LESS AIR STATIONS AND RADIO INTELLIGENCE

SUBMITTED MARCH 11, 1943  
DIRECTOR OF NAVAL COMMUNICATIONS  
APPROVED  
VICE CHIEF OF NAVAL OPERATIONS

11 March 43

# NAVAL COMMUNICATIONS SERVICE OP-19-OP-20



# LESS AIR STATIONS AND RADIO INTELLIGENCE

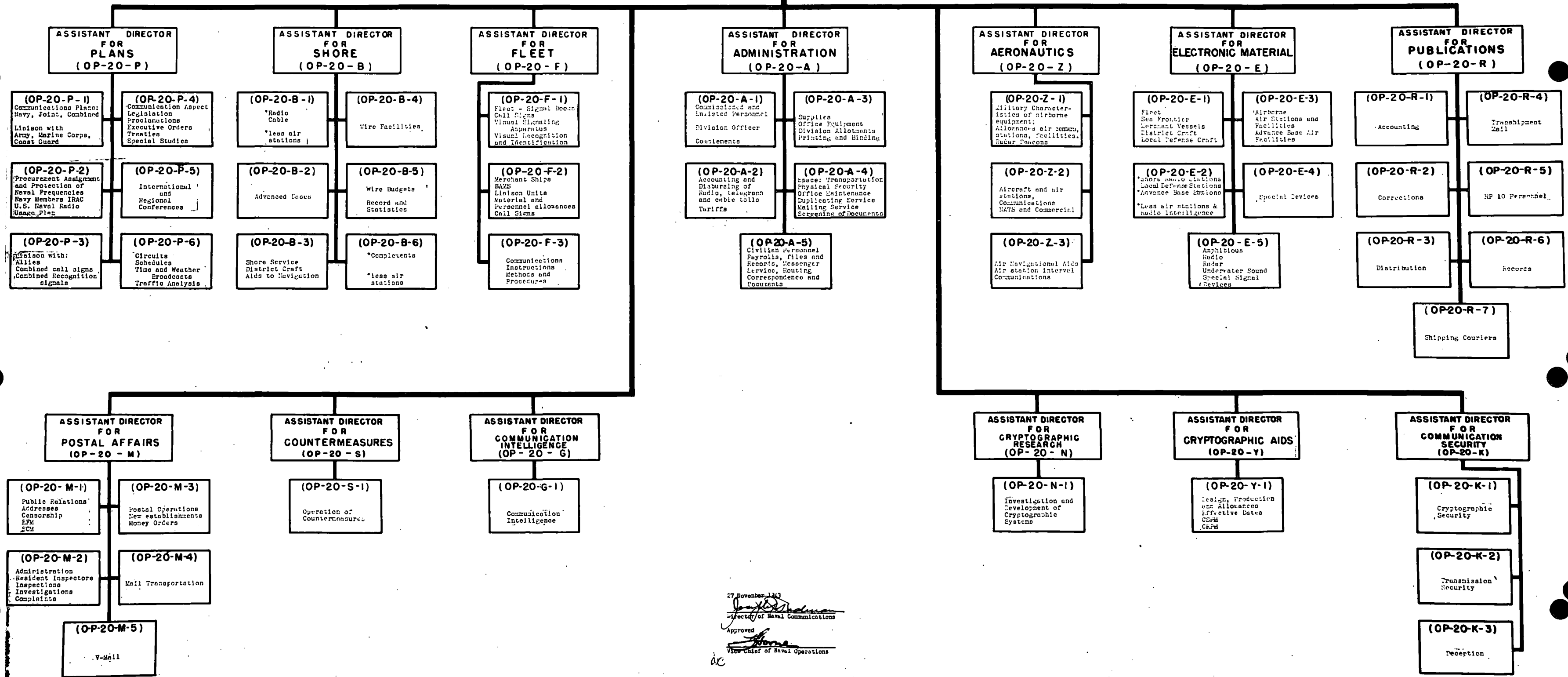
SUBMITTED MARCH 11, 1943  
 DIRECTOR OF NAVAL COMMUNICATIONS  
 APPROVED  
 VICE CHIEF OF NAVAL OPERATIONS

# NAVAL COMMUNICATIONS SERVICE

**DIRECTOR OF NAVAL COMMUNICATIONS (OP-20)**  
 Member - Combined Communications Board  
 Joint Communications Board  
 Board of War Communications  
 Inter-Departmental Telecommunications Committee

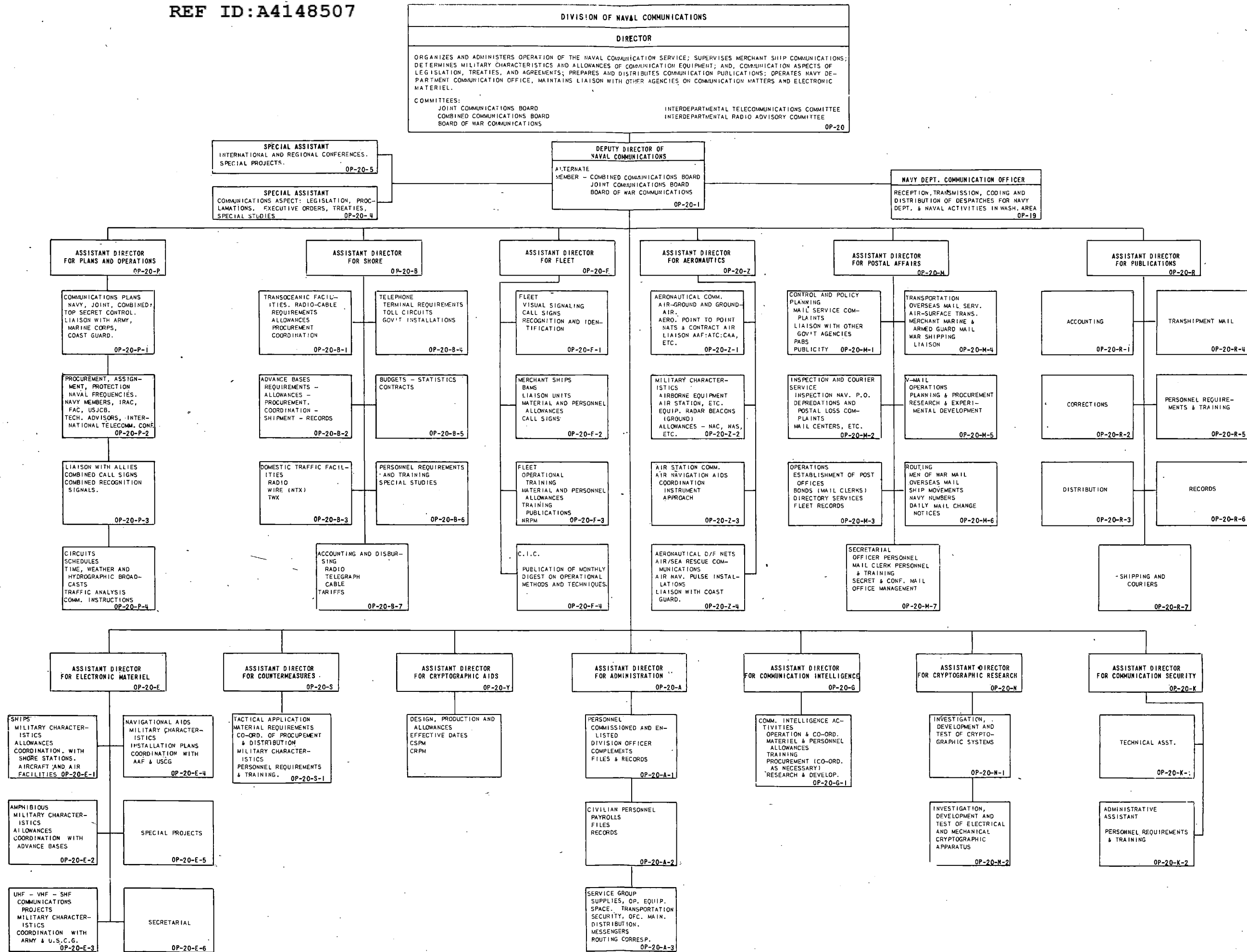
**DEPUTY DIRECTOR OF NAVAL COMMUNICATIONS (OP-20-1)**  
 Alternate  
 Member - Combined Communications Board  
 Joint Communications Board  
 Board of War Communications

**NAVY DEPT. COMMUNICATION OFFICER (OP-19)**  
 Reception, transmission, coding and distribution of messages for Navy Dept. Naval activities in Wash. area



27 November 1943  
*[Signature]*  
 Director of Naval Communications  
 Approved  
*[Signature]*  
 Vice Chief of Naval Operations

27 Oct 43



5

1 Aug 44

CHIEF OF NAVAL OPERATIONS  
OFFICE OF  
THE CHIEF OF NAVAL COMMUNICATIONS

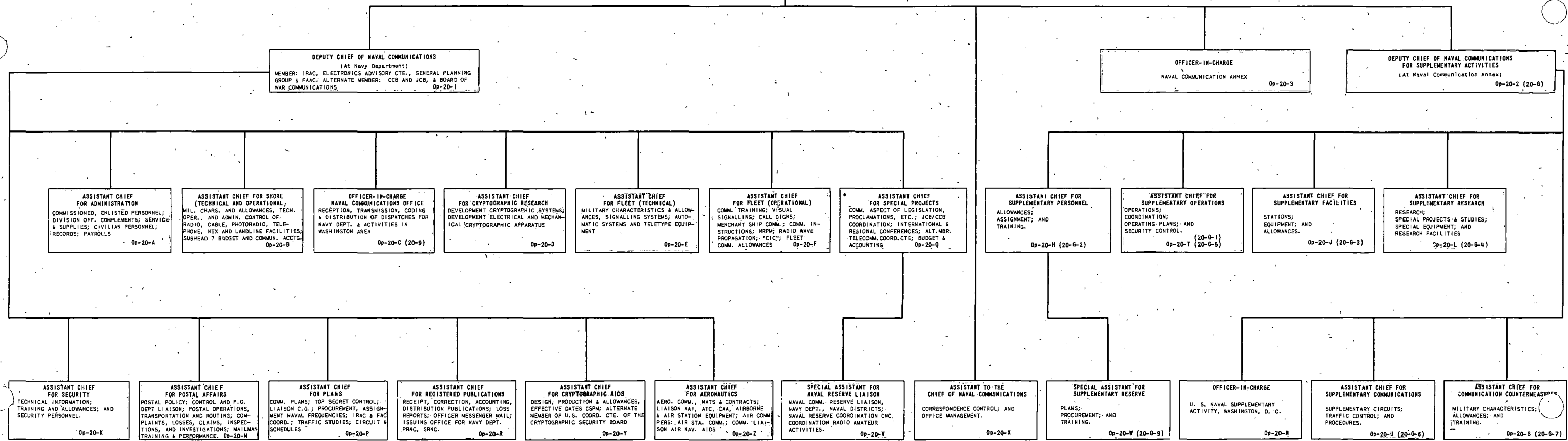
CHIEF OF NAVAL COMMUNICATIONS

ORGANIZES AND ADMINISTERS OPERATION OF THE NAVAL COMMUNICATIONS SERVICE; SUPERVISES MERCHANT SHIP COMMUNICATIONS ASPECTS OF LEGISLATION, TREATIES, AND AGREEMENTS; PREPARES AND DISTRIBUTES COMMUNICATION PUBLICATIONS; OPERATES NAVY DEPARTMENT COMMUNICATION OFFICE; MAINTAINS LIAISON WITH OTHER AGENCIES ON COMMUNICATION MATTERS AND COMMUNICATION EQUIPMENT.

COMMITTEES: (MEMBER)  
JOINT COMMUNICATIONS BOARD  
COMBINED COMMUNICATIONS BOARD  
BOARD OF WAR COMMUNICATIONS

TELECOMMUNICATIONS COORDINATING COMMITTEE  
COORDINATING COMMITTEE OF THE CRYPTOGRAPHIC SECURITY BOARD

Op-20



10 JULY 1996

APPROVED:

*E. E. Stone*  
Chief of Naval Communications.



10 July 46



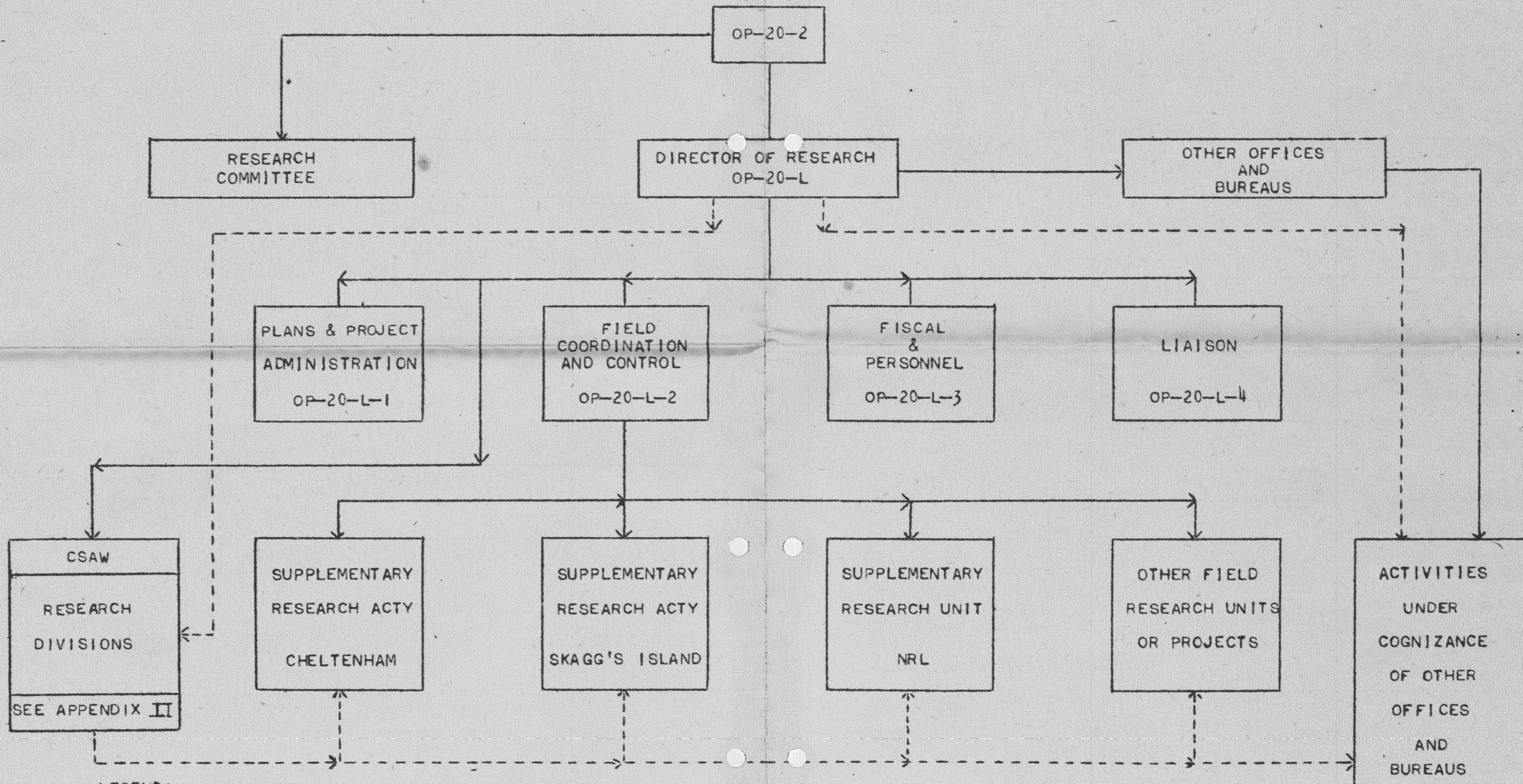
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COMMUNICATIONS SUPPLEMENTARY RESEARCH ORGANIZATION

3 May 1948

CONTROL OF PROJECT MONOGRAM



LEGEND:

————> NORMAL CHANNELS FOR EXERCISE OF CONTROLS

- - - - -> CHANNELS FOR EXERCISE OF MANAGEMENT AND/OR TECHNICAL CONTROL WHEN SPECIFICALLY AUTHORIZED

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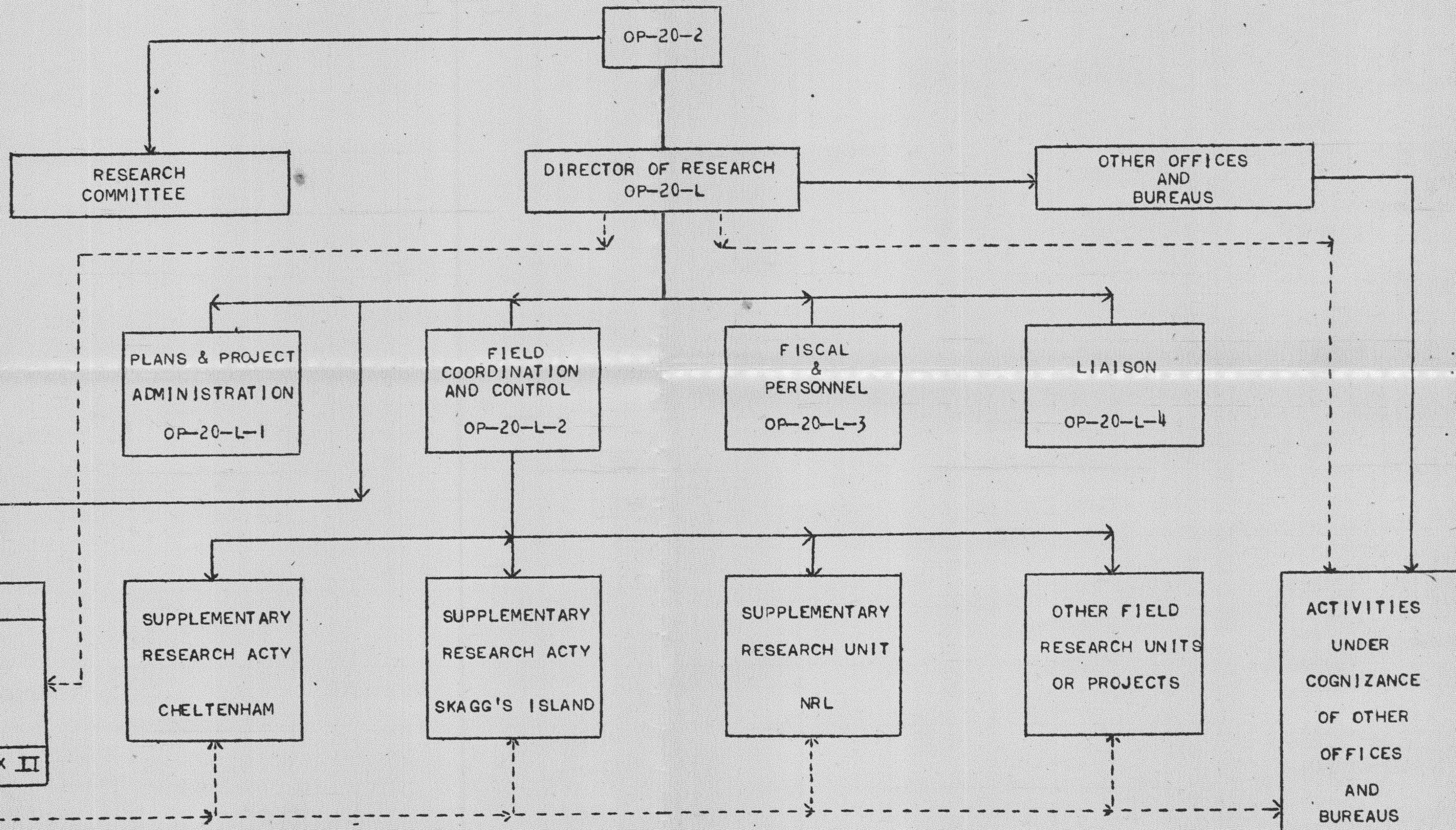
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COMMUNICATIONS SUPPLEMENTARY RESEARCH ORGANIZATION

3 May 1948

CONTROL OF PROJECT MONOGRAM



LEGEND:

————> NORMAL CHANNELS FOR EXERCISE OF CONTROLS

- - - - -> CHANNELS FOR EXERCISE OF MANAGEMENT AND/OR TECHNICAL CONTROL WHEN SPECIFICALLY AUTHORIZED

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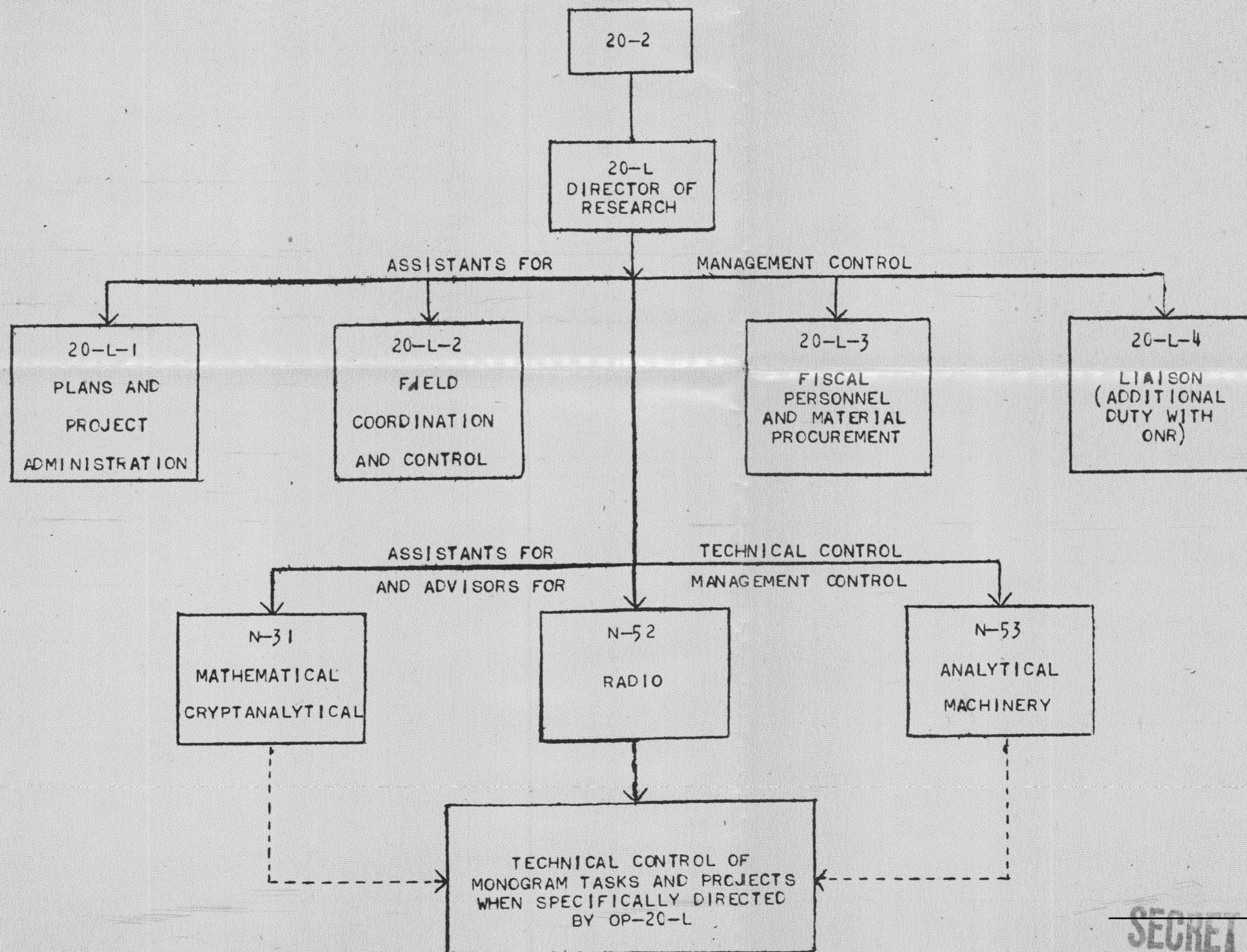
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## CONTROL STAFF FOR PROJECT MONOGRAM

3 May 1948

## ASSIGNMENT OF PRIMARY CONTROL FUNCTIONS

(OTHER FUNCTIONS ARE AS INDICATED IN THE TEXT)

~~SECRET~~

Appendix II



8

NAVAL COMMUNICATIONS DIVISION  
THE CHIEF OF NAVAL COMMUNICATIONS

OP-20

Organizes and administers the Naval Communications Service; Plans and coordinates Naval Communications; Operates the Navy Department Communications Office; and Maintains liaison with other Agencies (Communications matters).

Committees (Member of):

Joint Communications Electronics Committee  
Combined Communications Board  
Telecommunications Coordinating Committee  
Navy Department General Planning Group  
Air Defense Board  
Associate Member, Navy Department, Ship Characteristics Board (SCB)

NOTE: Op-20S is Administrative Assistant to CNC.

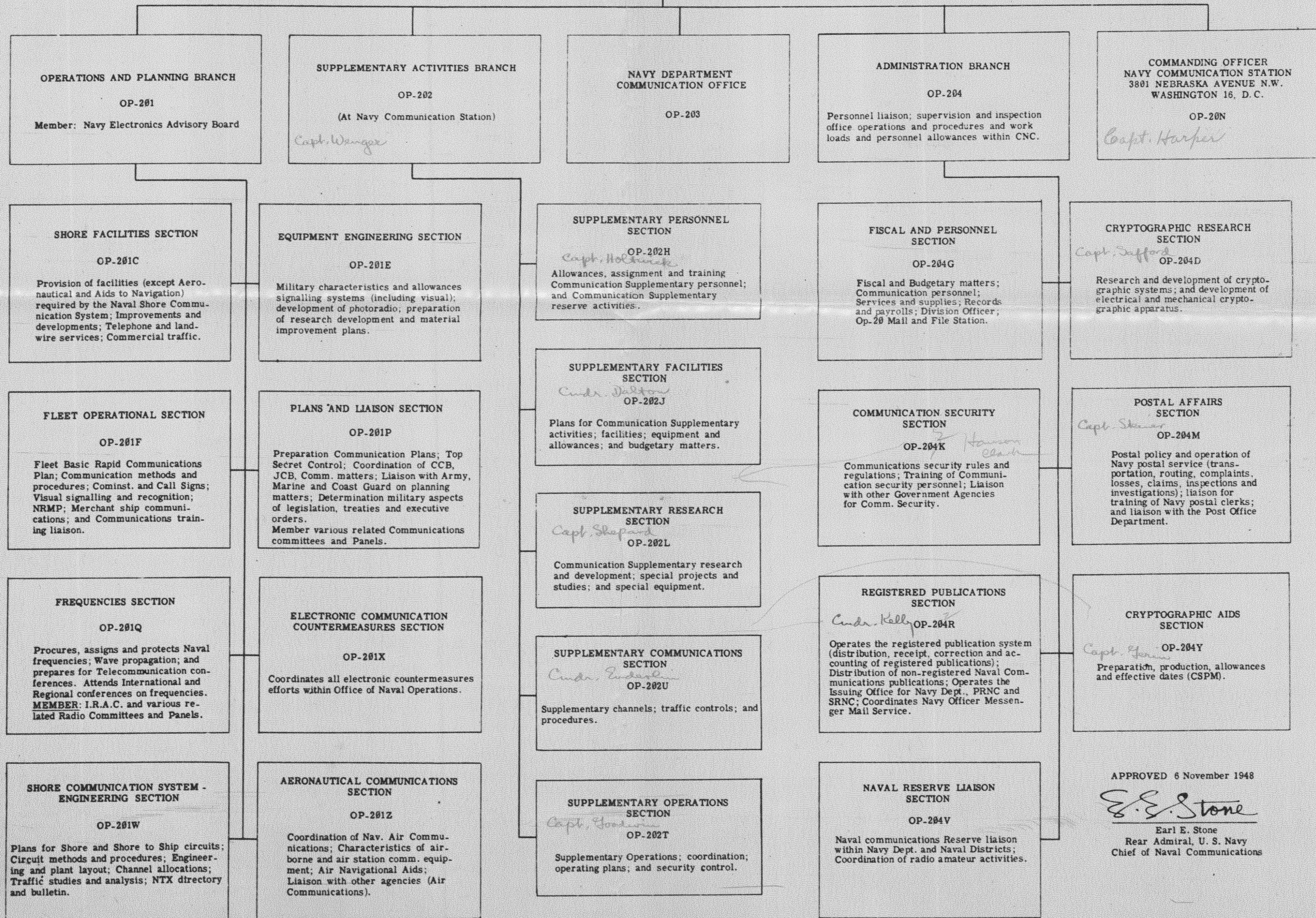
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THE DEPUTY CHIEF OF NAVAL COMMUNICATIONS

OP-20B

Member: Frequency Allocation Advisory Cte. Joint Tactical Plans Comm. Panel of JCEC.

Alt. Member: JCEC, and CCB, and TCC.



Enclosure (F) with Op-202B serial 00444P20 of 23 March 1948

APPROVED 6 November 1948

*E. E. Stone*

Earl E. Stone  
Rear Admiral, U. S. Navy  
Chief of Naval Communications



# ORGANIZATION CHART COMMUNICATION SUPPLEMENTARY ACTIVITY WASHINGTON, D.C.

~~SECRET~~

N  
C. O. NAVCOMSTA, WASH.  
O-in-C, CSAW

20-L

N-1  
TECHNICAL DIRECTOR

N-11  
TRAINING

N-12  
PERFORMANCE

N-2  
DIRECTOR OF PROCESSING DEPT.

N-3  
DIRECTOR OF CRYPTANALYTIC  
RESEARCH DEPARTMENT

N-5  
DIRECTOR OF ELECTRONIC  
RESEARCH DEPARTMENT

N-4  
ADMINISTRATIVE OFFICER

NT  
TRAFFIC ANALYSIS DIVISION

NT-1 SLAVIC    NT-2 ORIENTAL    NT-3 GERMANIC    NT-4 ROMANCE    NT-5 RFP

NY  
CRYPTANALYSIS DIVISION

NY-1 SLAVIC    NY-2 ORIENTAL    NY-3 GERMANIC    NY-4 ROMANCE

NI  
INFORMATION DIVISION

NI-1 COMINT    NI-2 COLLATERAL    NI-3 PLAIN LANGUAGE    NI-4 SPECIAL PROJECTS

NS  
MACHINE PROCESSING DIVISION

NS-1 IBM    NS-2 RAM

NW  
INTERNAL DISTRIBUTION DIVISION

NQ  
WEATHER DIVISION

N-31  
CRYPTO-MATHEMATICAL DIVISION

N-32  
SPECIAL PROJECTS DIVISION "A"

N-33  
SPECIAL PROJECTS DIVISION "B"

N-52  
RADIO RESEARCH DIVISION

N-53  
ANALYTICAL MACHINE RESEARCH  
DIVISION

N-54  
SERVICE AND FACILITIES  
DIVISION

NC  
COMMUNICATION DIVISION

N-41  
SECURITY OFFICER

NB  
SECRETARIAT

ND  
CIVILIAN PERSONNEL  
DIVISION

NR  
NAVAL PERSONNEL  
DIVISION

NP  
REPRODUCTION  
DIVISION

N-42  
ASS'T TO ADMIN. OFFICER

NM  
MAINTENANCE DIVISION

NQ  
SUPPLY DIVISION

NV  
RECREATION DIVISION

**LEGEND**

— TECHNICAL CONTROL

— MANAGEMENT CONTROL

WHERE SEPARATE LINES ARE NOT SHOWN, MANAGEMENT & TECHNICAL CONTROL FOLLOWS THE BLACK LINES.

CHANGE NO. 1

~~SECRET~~

APPROVED: 8 MARCH 1948

*[Signature]*



Organizes and administers the Naval Communications Service;  
Plans and coordinates Naval Communications;  
Operates the Navy Department Communications Office; and  
Maintains liaison with other Agencies (Communications matters).

Committees (Member of).

Joint Communications Electronics Committee  
Combined Communications Board  
Telecommunications Coordinating Committee  
Navy Department General Planning Group  
Air Defense Board  
Associate Member, Navy Department, Ship  
Characteristics Board (SCB)

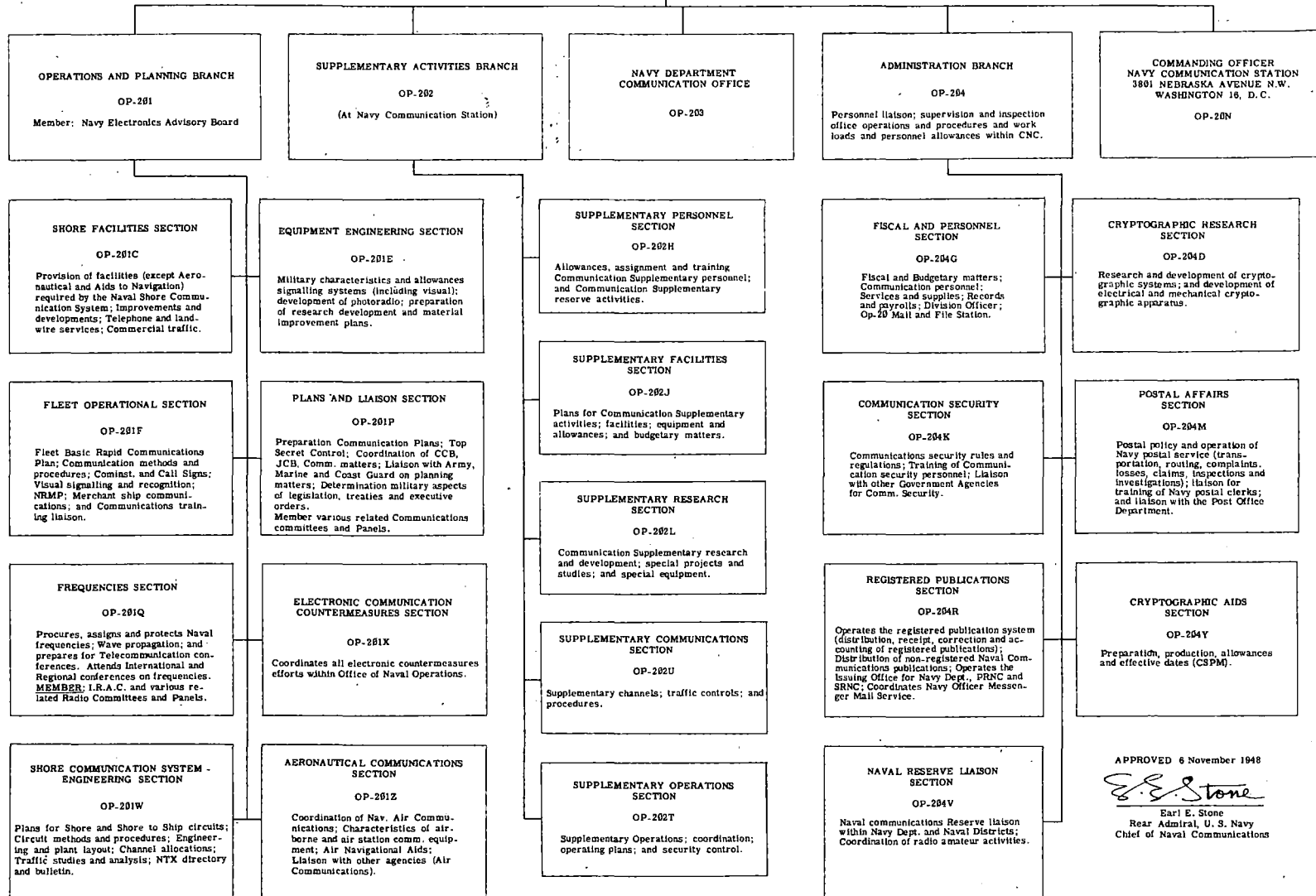
NOTE: Op-29S is Administrative Assistant to CNC.

THE DEPUTY CHIEF OF NAVAL COMMUNICATIONS

OP-29B

Member: Frequency Allocation Advisory Cte.  
Joint Tactical Plans Comm. Panel of JCEC.

Alt. Member: JCEC, and CCB, and TCC.



APPROVED 6 November 1948  
*E. E. Stone*  
Earl E. Stone  
Rear Admiral, U. S. Navy  
Chief of Naval Communications

Encl ( F ) with Op-202B serial 00444P20 of 23 March 1945



**THE CHIEF OF NAVAL COMMUNICATIONS (CNC)**  
(OP-20)

Organizes and administers the Naval Communications Service; Plans and coordinates Naval Communications; Operates the Navy Department Communications Office; and Maintains liaison with other Agencies (Communications matters).

Committees (Member of)

Joint Comm's. Board  
Combined Comm's. Board.  
Telecomm's. Coord'g. Committee.

Coord'g. Committee of the Crypto. Security Board.  
Navy Department General Planning Group.

NOTE: OP-20-X is assistant to CNC, and has correspondence control and office management.

**THE DEPUTY CHIEF OF NAVAL COMMUNICATIONS**  
OP-20-1  
Alt. Member: JCB and CCB and TCC.

**DEPUTY CHIEF OF NAVAL COMMUNICATIONS FOR OPERATIONS AND PLANNING**  
OP-20-1  
(at Navy Department)

Chairman: FAAC.  
Member: Naval Electronics Advisory Board, PJTC of JCB.  
Alt. Member: General Planning Group.

**DEPUTY CHIEF OF NAVAL COMMUNICATIONS FOR ADMINISTRATION**  
OP-20-4  
(at Navy Department)

Personnel liaison; supervision and inspection office operations and procedures and work loads and personnel allowances within CNC.

**OFFICER-IN-CHARGE OF NAVAL COMMUNICATIONS ANNEX**  
OP-20-3

**DEPUTY CHIEF OF NAVAL COMMUNICATIONS FOR SUPPLEMENTARY ACTIVITIES**  
OP-20-2  
(at Naval Communications Annex)

**ASSISTANT CHIEF FOR SHORE FACILITIES**  
OP-20B

Military characteristics and allowances; Sponsorship and justifications; Improvements and developments; Telephone and landwire services; Commercial traffic.

**OFFICER-IN-CHARGE NAVAL COMMUNICATIONS OFFICE**  
OP-20C

Operation of Navy Dept. Comm. Office; Operation of Radio, NTX and Photoradio facilities in Washington area.

**ASSISTANT CHIEF FOR FISCAL AND PERSONNEL**  
OP-20A

Fiscal and Budgetary matters; Communication personnel; Services and supplies; Records and payrolls; Division officer.

**ASSISTANT CHIEF FOR CRYPTOGRAPHIC RESEARCH**  
OP-20D

Research and development of cryptographic systems; and development of electrical and mechanical cryptographic apparatus.

**ASSISTANT CHIEF FOR SUPPLEMENTARY PERSONNEL**  
OP-20H

Allowances, assignment and training Communication Supplementary personnel; and Communication Supplementary reserve activities.

**ASSISTANT CHIEF FOR SUPPLEMENTARY FACILITIES**  
OP-20J

Plans for Communication Supplementary activities; facilities; equipment and allowances; and budgetary matters.

**ASSISTANT CHIEF FOR FLEET (TECHNICAL)**  
OP-20E

Military characteristics and allowances signalling systems (including visual); development of photoradio; preparation of research, development and material improvement plans.

**ASSISTANT CHIEF FOR FLEET COMMUNICATIONS**  
OP-20F

Fleet Basic Rapid Communications Plan; Communication methods and procedures; Cominst. and Call Signs; Visual signalling and recognition; NRPM; Merchant ship communications; and Communications training liaison.

**ASSISTANT CHIEF FOR SECURITY**  
OP-20K

Communications security rules and regulations; Training and allowances of Communication security personnel; Liaison with other Government Agencies for Comm. Security.

**ASSISTANT CHIEF FOR POSTAL AFFAIRS**  
OP-20M

Postal policy and operation of Navy postal service (transportation, routing, complaints, losses, claims, inspections investigations); liaison for training of mailmen; and liaison with the Post Office Department.

**ASSISTANT CHIEF FOR SUPPLEMENTARY RESEARCH**  
OP-20L

Communication Supplementary research and development; special projects and studies; and special equipment.

**OFFICER-IN-CHARGE**  
OP-20N

U.S. Naval Communications Supplementary Activity, Washington, D.C.

**ASSISTANT CHIEF FOR PLANS AND LIAISON**  
OP-20P

Preparation Communication Plans; Top Secret Control; Coordination of CCB, JCB, Comm. matters; Liaison with Army, Marine and Coast Guard on planning matters; Determination military Communications aspects of legislation, treaties and executive orders.

**ASSISTANT CHIEF FOR FREQUENCIES**  
OP-20Q

Procures, assigns and protects naval frequencies; Wave propagation; and prepares for Telecommunication conferences.  
Member: IRAC

**ASSISTANT CHIEF FOR REGISTERED PUBLICATIONS**  
OP-20R

Operates the registered publication system (distribution, receipt, correction and accounting of registered publications); Distribution of non-registered Naval Communications publications; Operates the Issuing Office for Navy Dept., PRNC and SRNC; Coordinates Navy Officer Messenger Mail Service.

**ASSISTANT CHIEF FOR CRYPTOGRAPHIC AIDS**  
OP-20Y

Preparation, production, allowances and effective dates (CSPM).

**ASSISTANT CHIEF FOR SUPPLEMENTARY OPERATIONS**  
OP-20T

Supplementary Operations; coordination; operating plans; and security control.

**ASSISTANT CHIEF FOR SUPPLEMENTARY COMMUNICATIONS**  
OP-20U

Supplementary channels; traffic controls; and procedures

**CHIEF RADIO AND WIRE COMMUNICATIONS ENGINEER NAVAL SHORE COMMUNICATION SYSTEMS**  
OP-20W

Plans for Shore and Shore to Ship circuits; Circuit methods and procedures; Engineering and plant layout; Channel allocations; Traffic studies and analysis; NTX directory and bulletin.

**ASSISTANT CHIEF FOR AIR COMMUNICATIONS**  
OP-20Z

Coordination of Nav. Air Communications; Characteristics of airborne and air station comm. equipment; Air Navigational Aids; Liaison with other agencies (Air Communications).

**SPECIAL ASSISTANT FOR NAVAL RESERVE LIAISON**  
OP-20V

Naval Communications Reserve liaison within Navy Department and Naval Districts; Coordination of radio amateur activities.

**ASSISTANT CHIEF FOR COMMUNICATIONS COUNTERMEASURES**  
OP-20S

Military characteristics and allowances of countermeasures equipment; Preparation of plans and formulation of doctrine and policy.

APPROVED: *E.E. Stone*  
Chief of Naval Communications.

14 May 1947



**ORGANIZATION CHART  
COMMUNICATION SUPPLEMENTARY ACTIVITY  
WASHINGTON, D.C.**

~~SECRET~~

**N  
C. O. NAVCOMSTA, WASH.  
O-in-C, CSAW**

**N-1  
TECHNICAL DIRECTOR**

**N-11  
TRAINING**

**N-12  
PERFORMANCE**

**20-L**

**N-2  
DIRECTOR OF PROCESSING DEPT.**

**N-3  
DIRECTOR OF CRYPTANALYTIC  
RESEARCH DEPARTMENT**

**N-5  
DIRECTOR OF ELECTRONIC  
RESEARCH DEPARTMENT**

**N-4  
ADMINISTRATIVE OFFICER**

**NT  
TRAFFIC ANALYSIS DIVISION**

**NT-1 SLAVIC    NT-2 ORIENTAL    NT-3 GERMANIC    NT-4 ROMANCE    NT-5 RFP**

**NY  
CRYPTANALYSIS DIVISION**

**NY-1 SLAVIC    NY-2 ORIENTAL    NY-3 GERMANIC    NY-4 ROMANCE**

**NI  
INFORMATION DIVISION**

**NI-1 COMINT    NI-2 COLLATERAL    NI-3 PLAIN LANGUAGE    NI-4 SPECIAL PROJECTS**

**NS  
MACHINE PROCESSING DIVISION**

**NS-1 IBM    NS-2 RAM**

**NW  
INTERNAL DISTRIBUTION DIVISION**

**NQ  
WEATHER DIVISION**

**N-31  
CRYPTO-MATHEMATICAL DIVISION**

**N-32  
SPECIAL PROJECTS DIVISION "A"**

**N-33  
SPECIAL PROJECTS DIVISION "B"**

**N-52  
RADIO RESEARCH DIVISION**

**N-53  
ANALYTICAL MACHINE RESEARCH  
DIVISION**

**N-54  
SERVICE AND FACILITIES  
DIVISION**

**NC  
COMMUNICATION DIVISION**

**N-41  
SECURITY OFFICER  
DIVISION**

**NR  
SECRETARIAT**

**ND  
CIVILIAN PERSONNEL  
DIVISION**

**NR  
NAVAL PERSONNEL  
DIVISION**

**NR  
REPRODUCTION  
DIVISION**

**N-42  
ASS'T TO ADMIN. OFFICER**

**NW  
MAINTENANCE DIVISION**

**NQ  
SUPPLY DIVISION**

**NV  
RECREATION DIVISION**

**LEGEND**

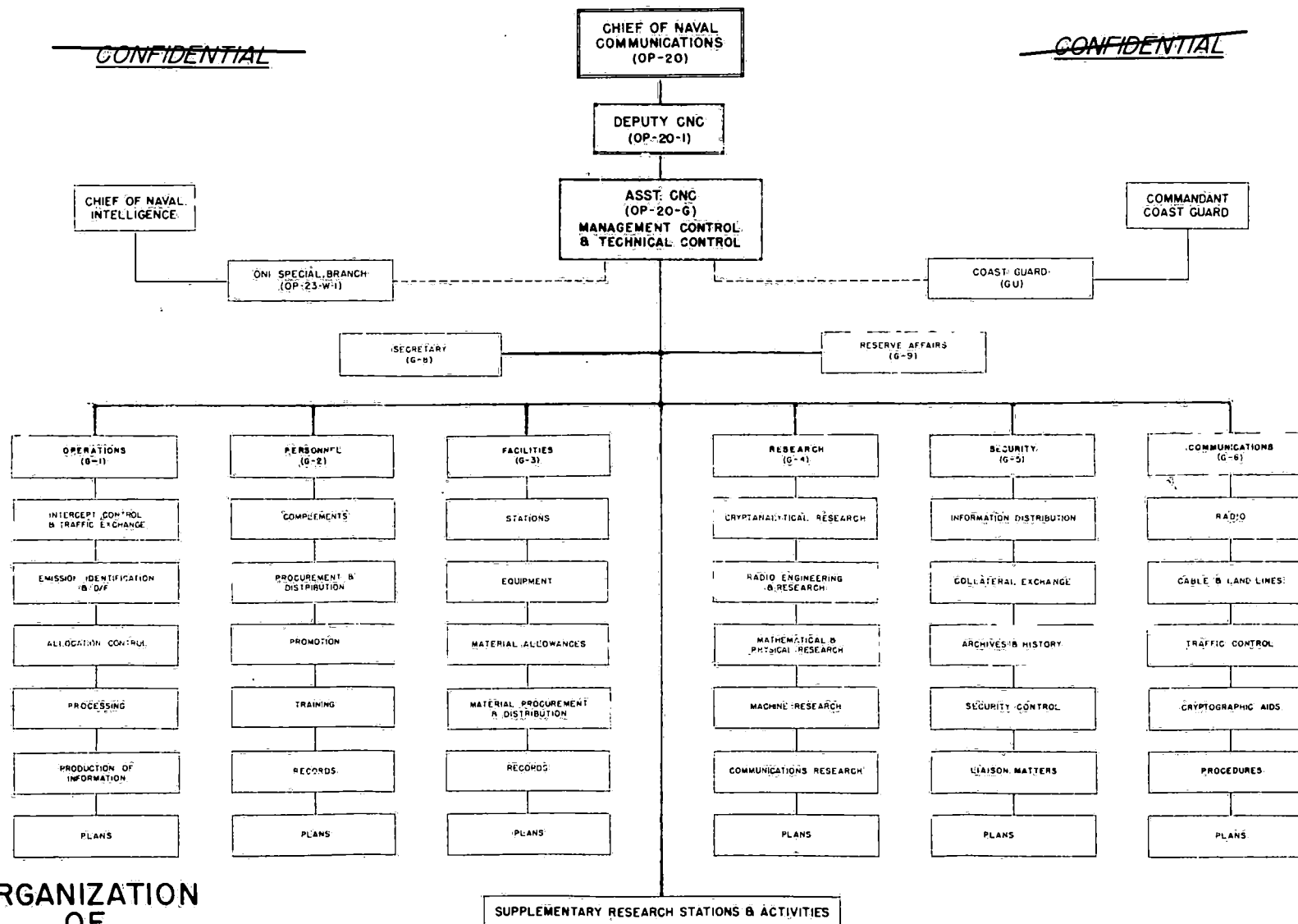
— TECHNICAL CONTROL  
— MANAGEMENT CONTROL

WHERE SEPARATE LINES ARE NOT SHOWN, MANAGEMENT & TECHNICAL CONTROL FOLLOWS THE BLACK LINES.

CHANGE NO. 1

~~SECRET~~

~~SECRET~~  
APPROVED: 8 MARCH 1948  
*J. H. [Signature]*

~~CONFIDENTIAL~~~~CONFIDENTIAL~~

ORGANIZATION  
OF  
OP-20-G

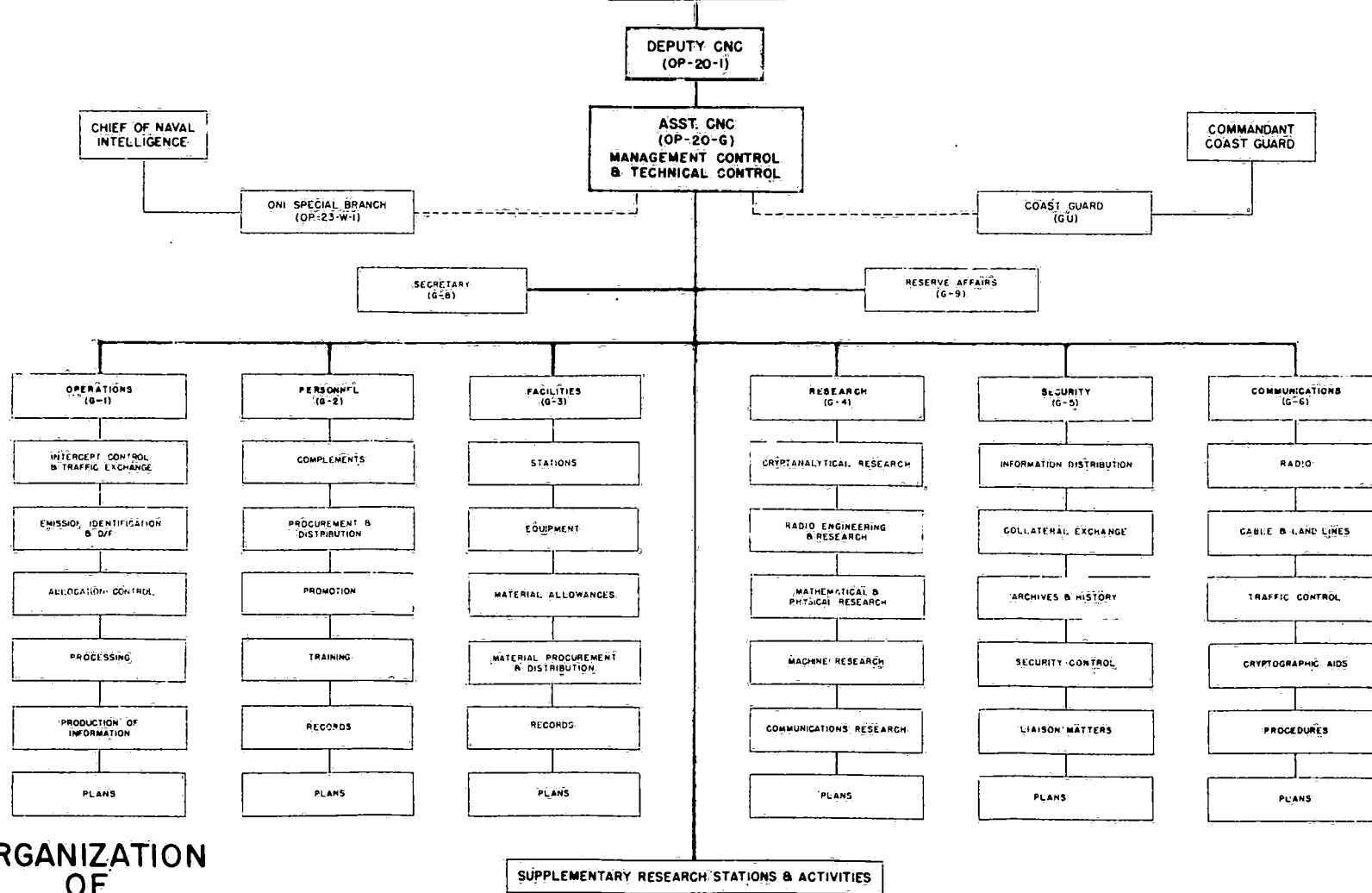
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 30/1/64

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REF ID: A4148507

UNITED STATES  
COMMUNICATIONS  
(OP-20)

~~CONFIDENTIAL~~



ORGANIZATION  
OF  
OP-20-G

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ORGANIZATIONAL CHART  
SUPPLEMENTARY ACTIVITY  
WASHINGTON, D.C.

~~CONFIDENTIAL~~~~CONFIDENTIAL~~

OFFICER-IN-CHARGE  
**OP-20-N**

**N-1**  
EXECUTIVE ASS'T.

**NB**  
SECRETARIAT

**NC**  
COMMUNICATIONS

**NR**  
PERSONNEL

DIRECTOR  
OF  
RESEARCH  
OP-20-G-4

COORDINATION AND MANAGEMENT CONTROL

TECHNICAL CONTROL

**N-2**  
DIRECTOR OF  
PROCESSING

**N-3**  
DIRECTOR SUPPLEMENTARY  
RADIO  
RESEARCH ACTIVITY  
N.C.A.

**NT**  
TRAFFIC  
INTELLIGENCE

**NY**  
CRYPTANALYSIS  
& DECRYPTION

**NI**  
INFORMATION

**NS**  
MACHINE  
PROCESSING

**NW**  
INTERNAL  
DISTRIBUTION

**N-31**  
CRYPTANALYTICAL  
RESEARCH

**N-32**  
RADIO  
RESEARCH

**N-33**  
ANALYTICAL  
MACHINE  
RESEARCH

**N-34**  
SERVICES  
AND  
FACILITIES

**NT-1**  
SLAVIC

**NT-2**  
ORIENTAL

**NT-3**  
GERMANIC

**NT-4**  
ROMANCE

**NY-1**  
SLAVIC

**NY-2**  
ORIENTAL

**NY-3**  
GERMANIC

**NY-4**  
ROMANCE

**NY-5**  
RECOVERY  
COORDINATION

**NY-6**  
CRYPTO  
INTELLIGENCE

**NY-7**  
SPECIAL  
PROBLEMS

**NI-1**  
SLAVIC

**NI-2**  
ORIENTAL

**NI-3**  
GERMANIC

**NI-4**  
ROMANCE

**NI-5**  
GENERAL

**NI-6**  
SHP  
CHARACTERISTICS

**NS-1**  
I. B. W.

**NS-2**  
A. B. W.

**N-3**  
COLLATERAL

**NL**  
COLLATERAL

**NA**  
ARCHIVES

**N-31-A**  
MACHINE  
SYSTEMS

**N-31-B**  
SUBTRACTOR  
SYSTEMS

**N-31-C**  
RADIO  
SYSTEMS

**N-31-D**  
METHEMICS  
AND  
STATISTICS

**N-32-A**  
DIRECTION  
FINDING

**N-32-B**  
IDENTIFICATION  
AND  
CONTROL

**N-32-C**  
COMMUNICATION  
AND  
INTERCEPT

**N-32-D**  
COMMUNICATIONS  
COUNTER - MEASURES

**N-33-A**  
SPECIAL  
DEVELOPMENT

**N-33-B**  
EXPERIMENTAL  
OPERATIONS

**N-33-C**  
MACHINE  
MAINTENANCE

**N-34-A**  
SHOP

**N-34-B**  
STOCKROOM

**N-34-C**  
DRAWING

**N-34-D**  
LIBRARY

**N-4**  
SERVICES

**NM**  
MAINTENANCE  
& SECURITY

**NP**  
PHOTODUPLICATION  
REPRODUCTION

**NS**  
SUPPLEMENTARY  
SUPPLY

**NV**  
MISC. SERVICES

APPROVED

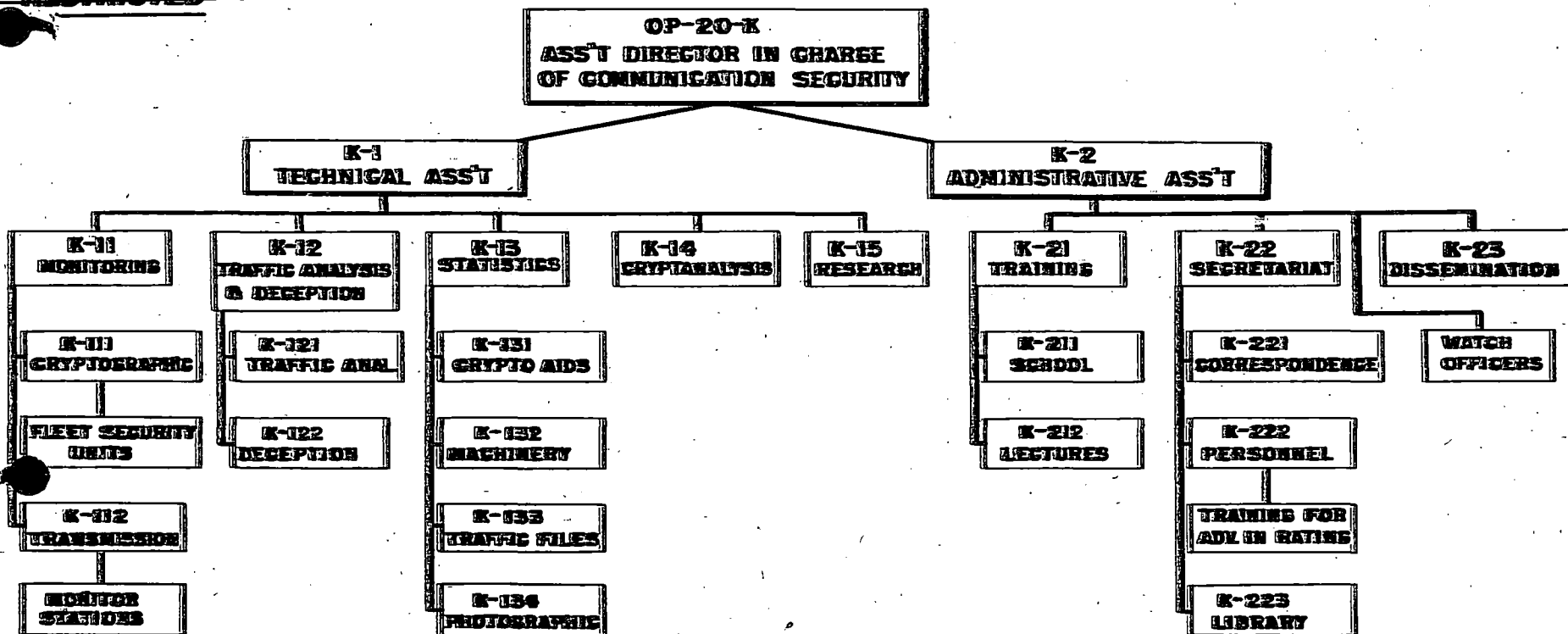
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JUL 1944

ENCLOSURE "A"

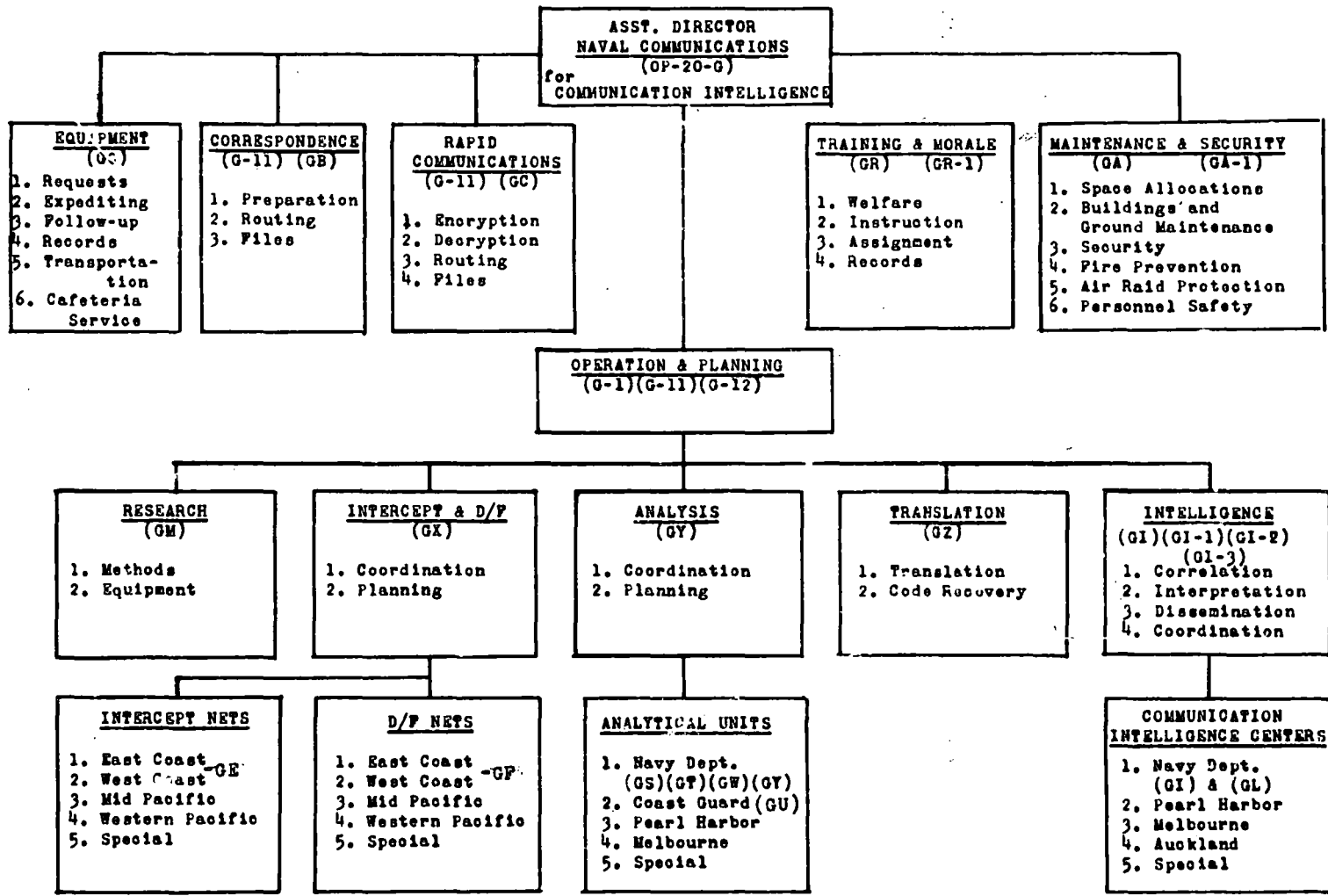
*July 44*

# ORGANIZATION OF COMMUNICATION SECURITY SUB-DIVISION

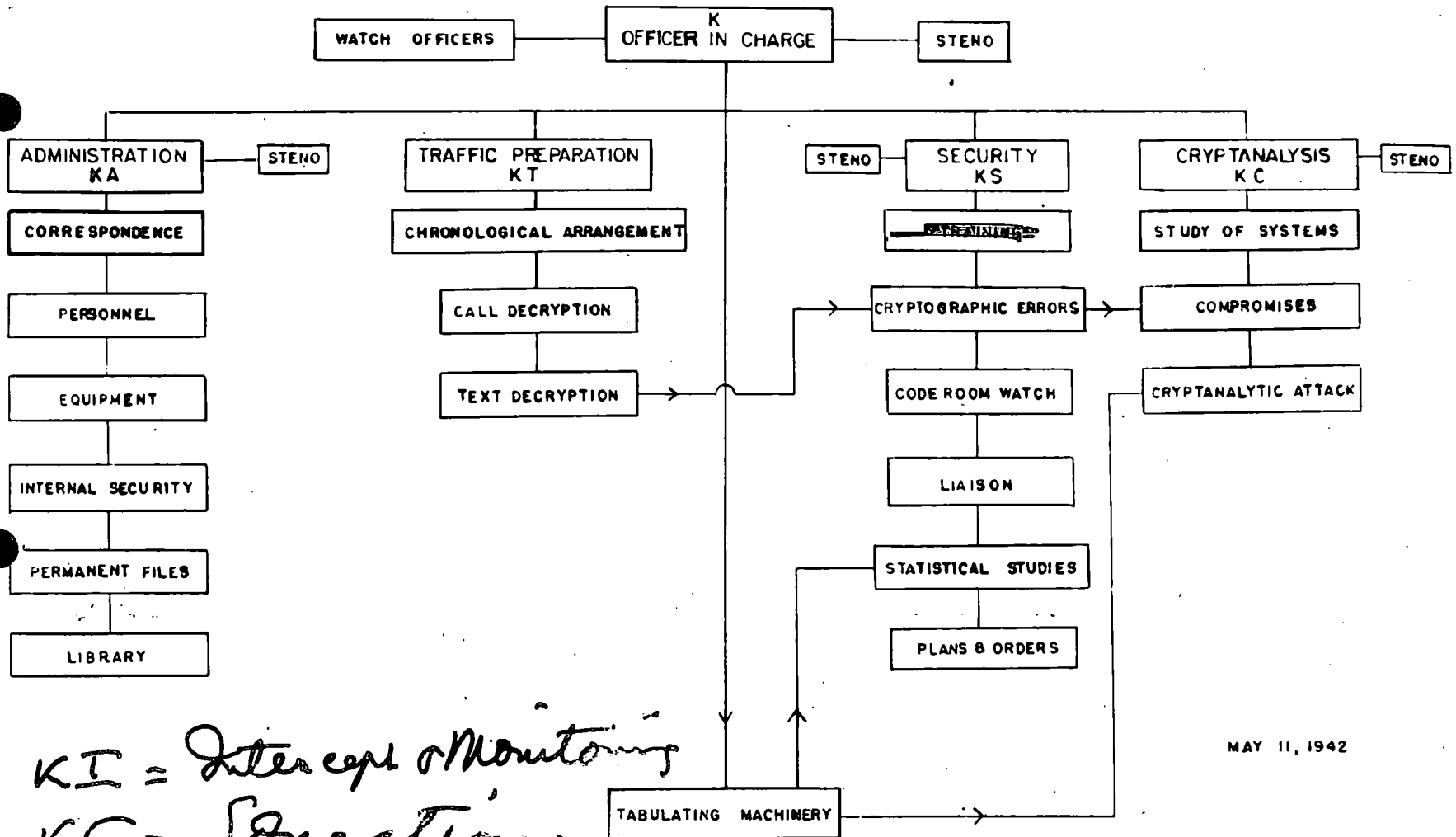
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U S NAVAL COMMUNICATION INTELLIGENCE ORGANIZATION



ORGANIZATION OF COMMUNICATION SECURITY SECTION OP-20-K



*KI = Intercept or Monitoring*  
*KE = Encipherment*

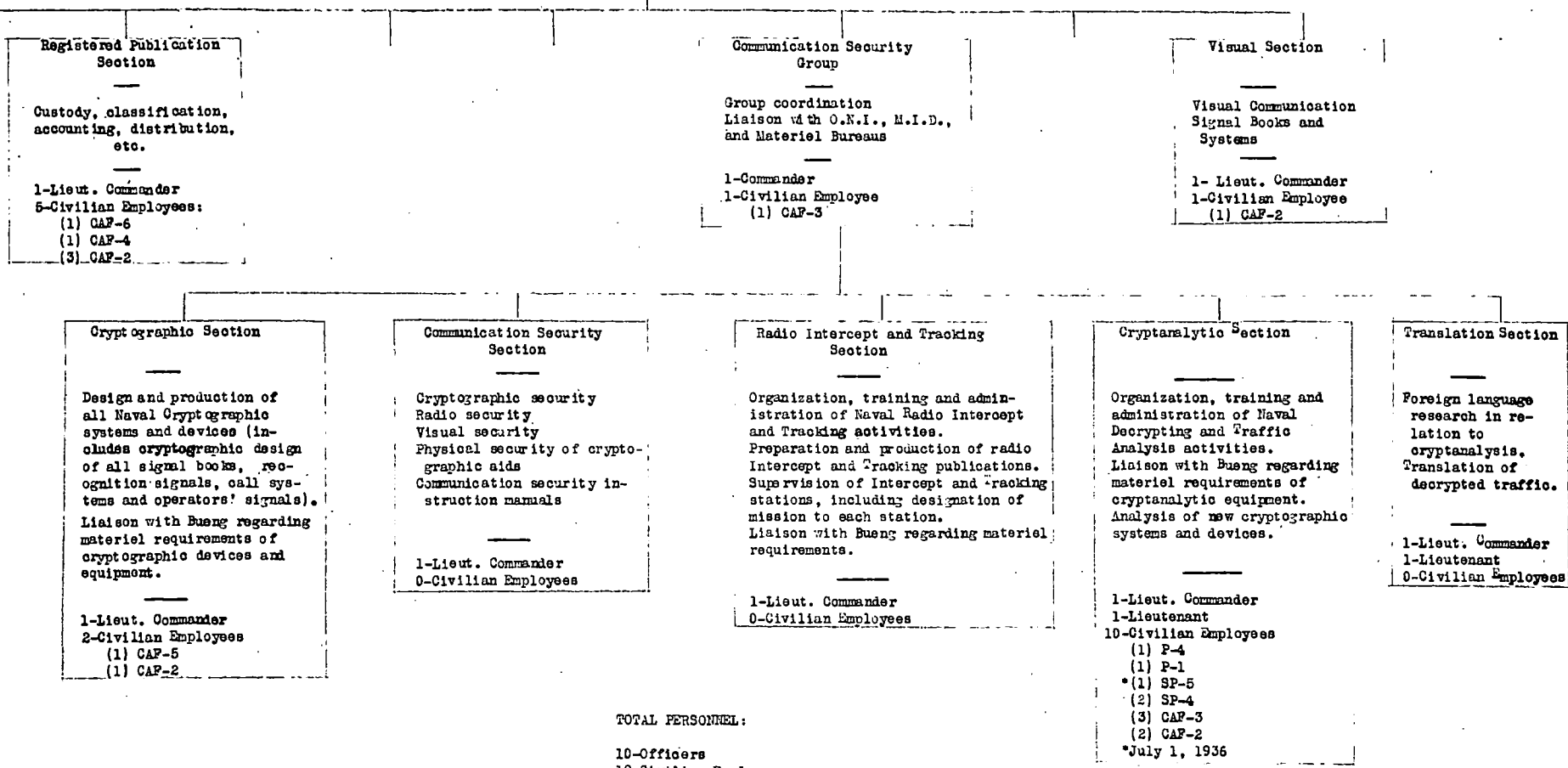
MAY 11, 1942

XX

*Many copies then*

IN THE  
 OFFICE OF NAVAL COMMUNICATIONS  
 AS APPROVED 11 MARCH 1935

DIRECTOR OF NAVAL COMMUNICATIONS

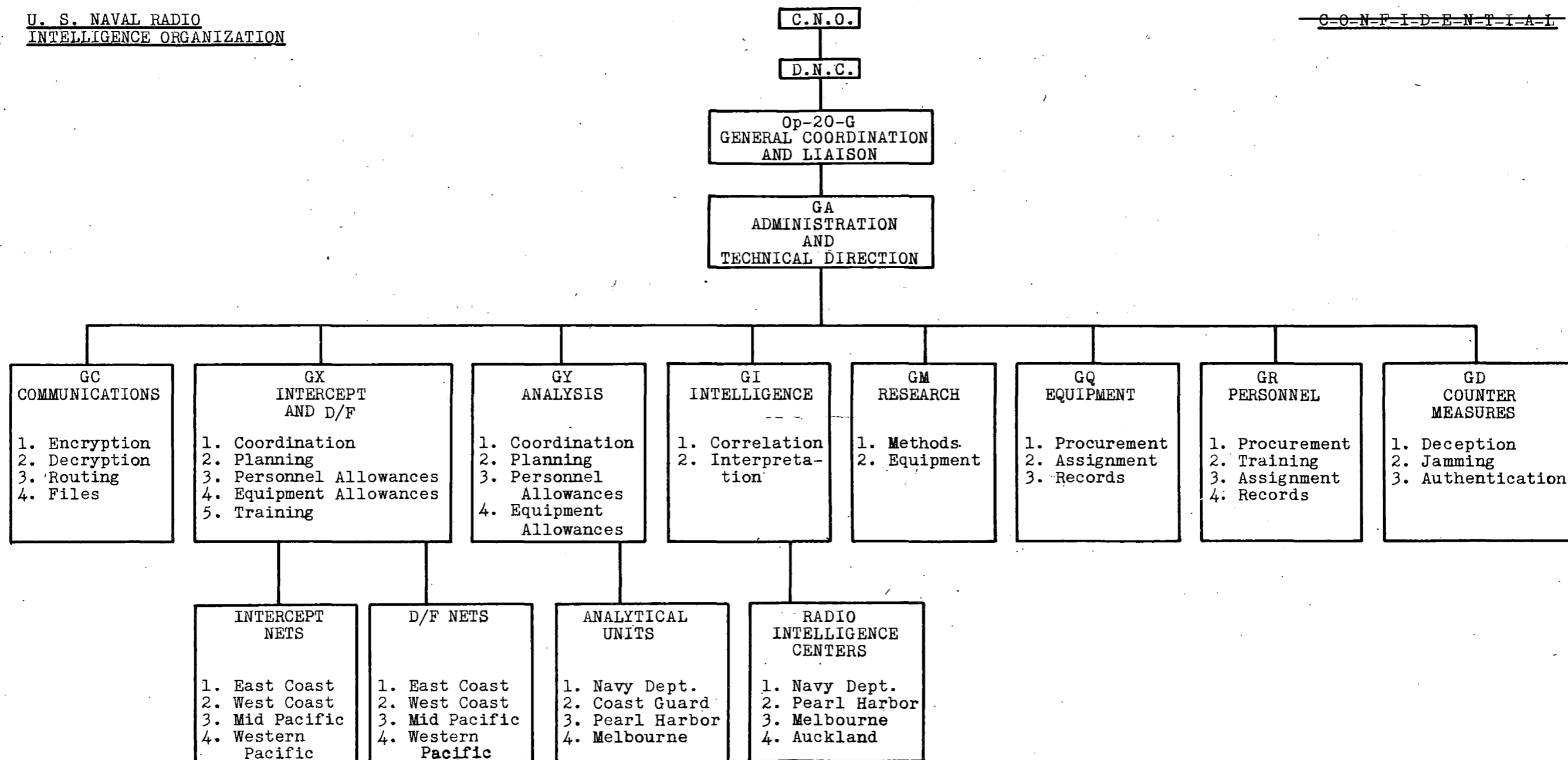


TOTAL PERSONNEL:

10-Officers  
 19-Civilian Employees

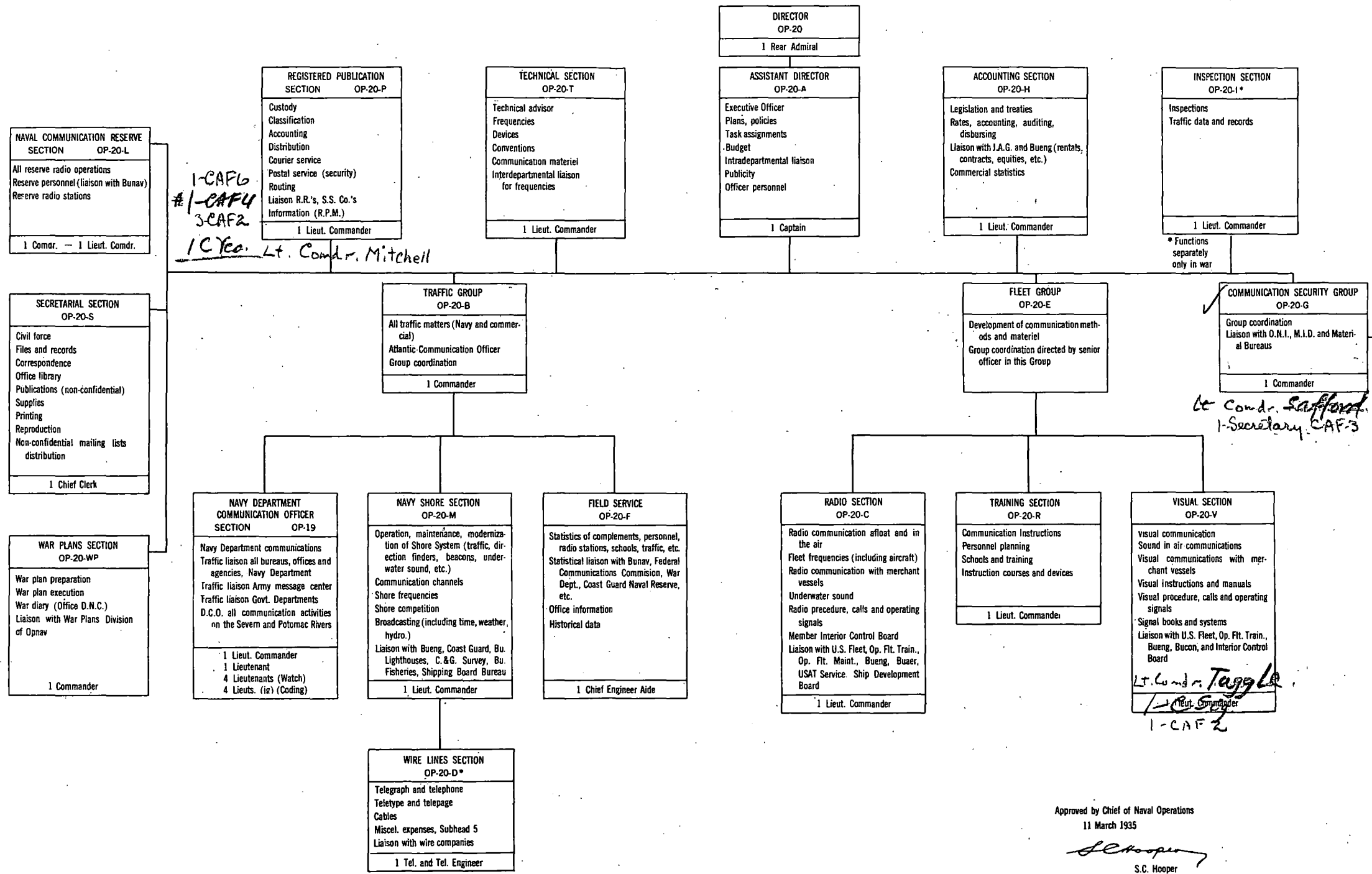


U. S. NAVAL RADIO  
INTELLIGENCE ORGANIZATION

~~C-O-N-F-I-D-E-N-T-I-A-L~~

OFFICE OF NAVAL COMMUNICATIONS  
(D.N.C.)

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1-CAF6  
#1-CAF4  
3-CAF2  
1C Yea. Lt. Comdr. Mitchell

no Comdr. Safford  
1-Secretary CAF-3

Lt. Comdr. Taggle  
1-CAF2

✓ Clerks  
{ 1-CAF5  
1-CAF2  
2-CAF2

no cur emp.  
Dugan (Lt)  
1-CAF1

no cur emp.

Harper  
2-CAF3

1-P5  
1-P1  
\* 1-SP5  
2-SPA  
3-CAF3  
2-CAF2  
1. 1. 1936

Wenger #1  
Hallwick (Lt)  
Barker (Lt)

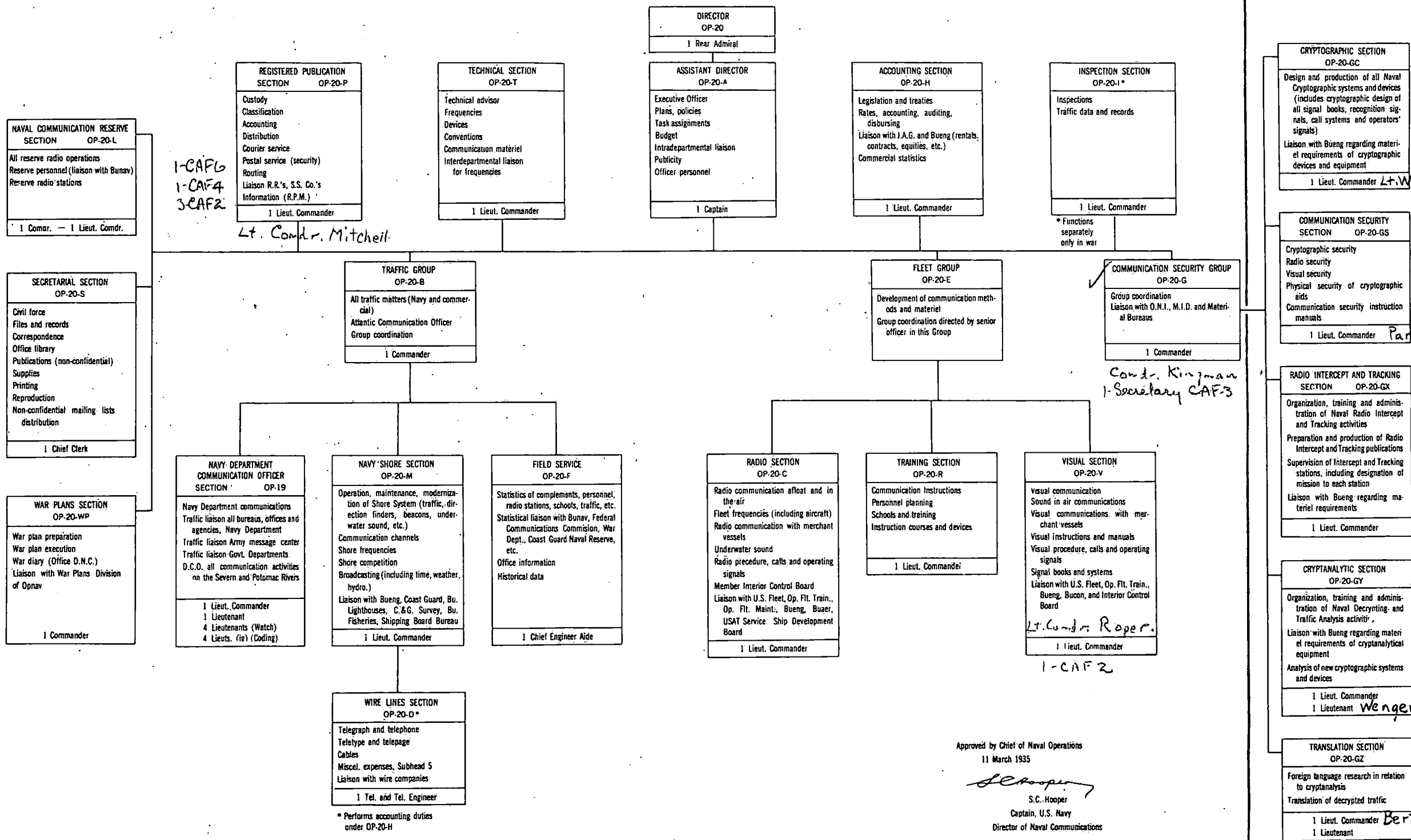
Bertley (Lt)

Approved by Chief of Naval Operations  
11 March 1935  
*S. C. Hooper*  
S.C. Hooper  
Captain, U.S. Navy  
Director of Naval Communications

~~RESTRICTED~~

OFFICE OF NAVAL COMMUNICATIONS  
(D.N.C.)

~~RESTRICTED~~



1-CAF6  
1-CAF4  
3-CAF2

Lt. Comdr. Mitchell

Comdr. Kingman  
1-Secretary CAF-3

Lt. Comdr. Roper  
1-CAF2

✓ Clerks  
1-CAF2  
1-CAF5

✓ no cir emp.

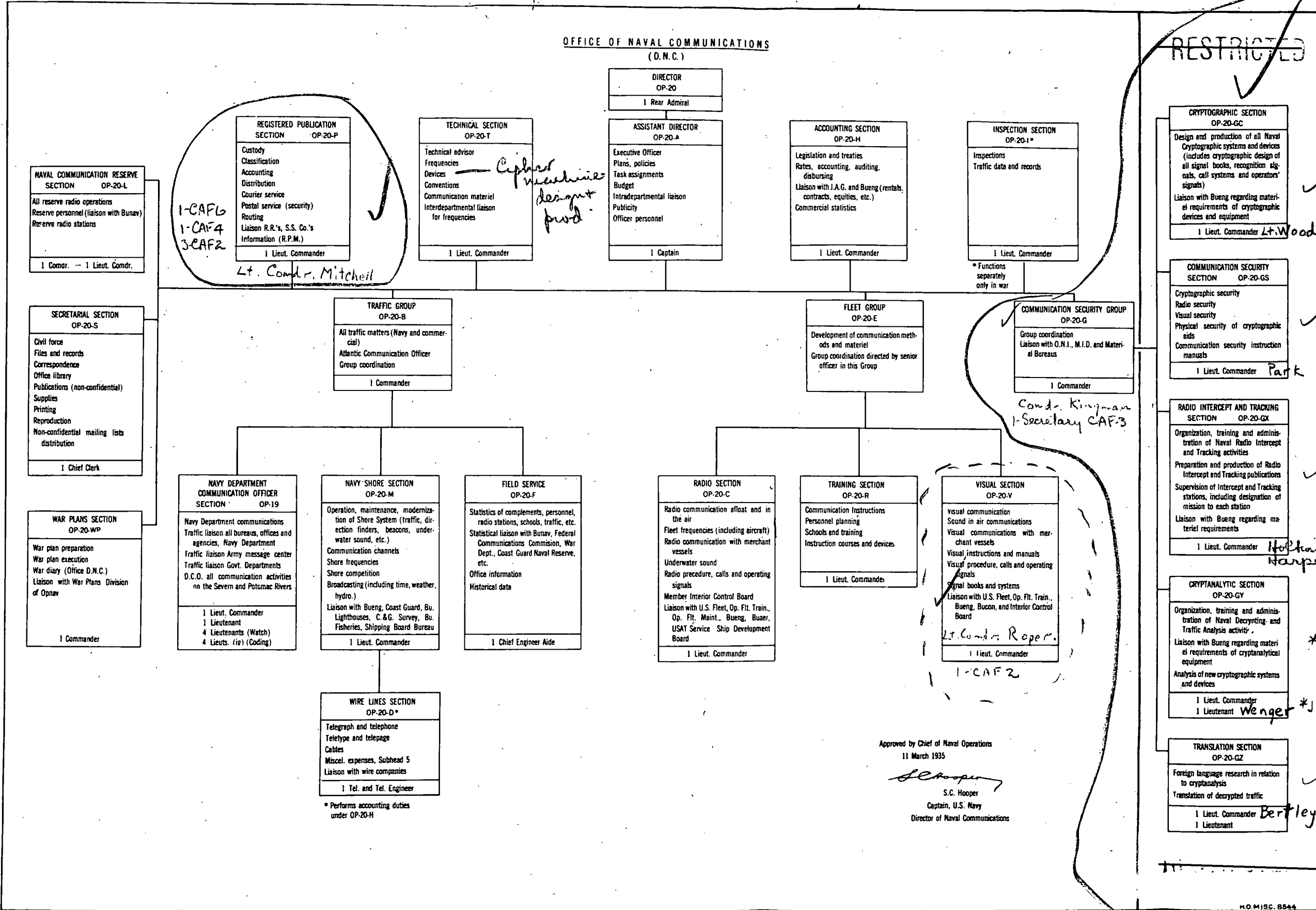
✓ no cir emp.

1-P4  
1-P1  
\* 1-SP5  
2-SP4  
3-CAF3  
2-CAF2  
\* 1-CAF2

Approved by Chief of Naval Operations  
11 March 1935  
*S. C. Hooper*  
S.C. Hooper  
Captain, U.S. Navy  
Director of Naval Communications

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OFFICE OF NAVAL COMMUNICATIONS  
(D.N.C.)



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REGISTERED PUBLICATION SECTION OP-20-P  
 Custody  
 Classification  
 Accounting  
 Distribution  
 Courier service  
 Postal service (security)  
 Routing  
 Liaison R.R.'s, S.S. Co.'s  
 Information (R.P.M.)  
 1 Lieut. Commander  
 Lt. Comdr. Mitchell

TECHNICAL SECTION OP-20-T  
 Technical advisor  
 Frequencies  
 Devices  
 Conventions  
 Communication materiel  
 Interdepartmental liaison for frequencies  
 1 Lieut. Commander

*Cipher machine design + prod.*

ASSISTANT DIRECTOR OP-20-A  
 Executive Officer  
 Plans, policies  
 Task assignments  
 Budget  
 Intradepartmental liaison  
 Publicity  
 Officer personnel  
 1 Captain

ACCOUNTING SECTION OP-20-H  
 Legislation and treaties  
 Rates, accounting, auditing, disbursing  
 Liaison with J.A.G. and Bueng (rentals, contracts, equities, etc.)  
 Commercial statistics  
 1 Lieut. Commander

INSPECTION SECTION OP-20-I\*  
 Inspections  
 Traffic data and records  
 1 Lieut. Commander  
 \* Functions separately only in war

CRYPTOGRAPHIC SECTION OP-20-GC  
 Design and production of all Naval Cryptographic systems and devices (includes cryptographic design of all signal books, recognition signals, call systems and operators' signals)  
 Liaison with Bueng regarding materiel requirements of cryptographic devices and equipment  
 1 Lieut. Commander Lt. Wood

*Clerys  
1-CAF2  
1-CAF5*

COMMUNICATION SECURITY SECTION OP-20-GS  
 Cryptographic security  
 Radio security  
 Visual security  
 Physical security of cryptographic aids  
 Communication security instruction manuals  
 1 Lieut. Commander Park

*no cir rmp.*

RADIO INTERCEPT AND TRACKING SECTION OP-20-GX  
 Organization, training and administration of Naval Radio Intercept and Tracking activities  
 Preparation and production of Radio Intercept and Tracking publications  
 Supervision of Intercept and Tracking stations, including designation of mission to each station  
 Liaison with Bueng regarding materiel requirements  
 1 Lieut. Commander Holtzke Harper

*no cir rmp.*

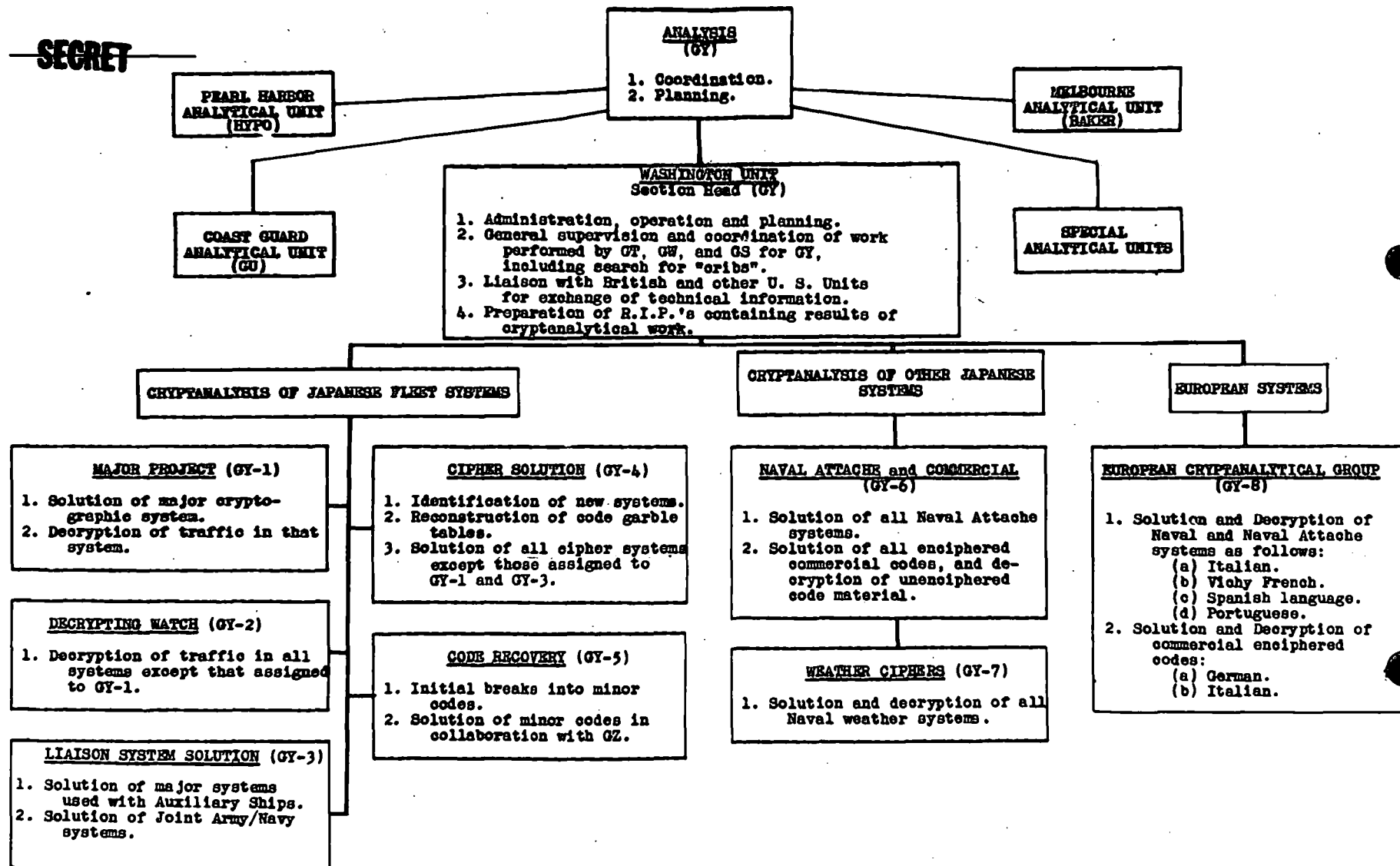
CRYPTANALYTIC SECTION OP-20-GY  
 Organization, training and administration of Naval Decyphering and Traffic Analysis activities  
 Liaison with Bueng regarding materiel requirements of cryptanalytical equipment and devices  
 1 Lieut. Commander  
 1 Lieutenant Wenger

*1-P4  
1-P1  
\* 1-SP5  
2-SP4  
3-CAF3  
2-CAF2  
\* 1-CAF2  
1-936*

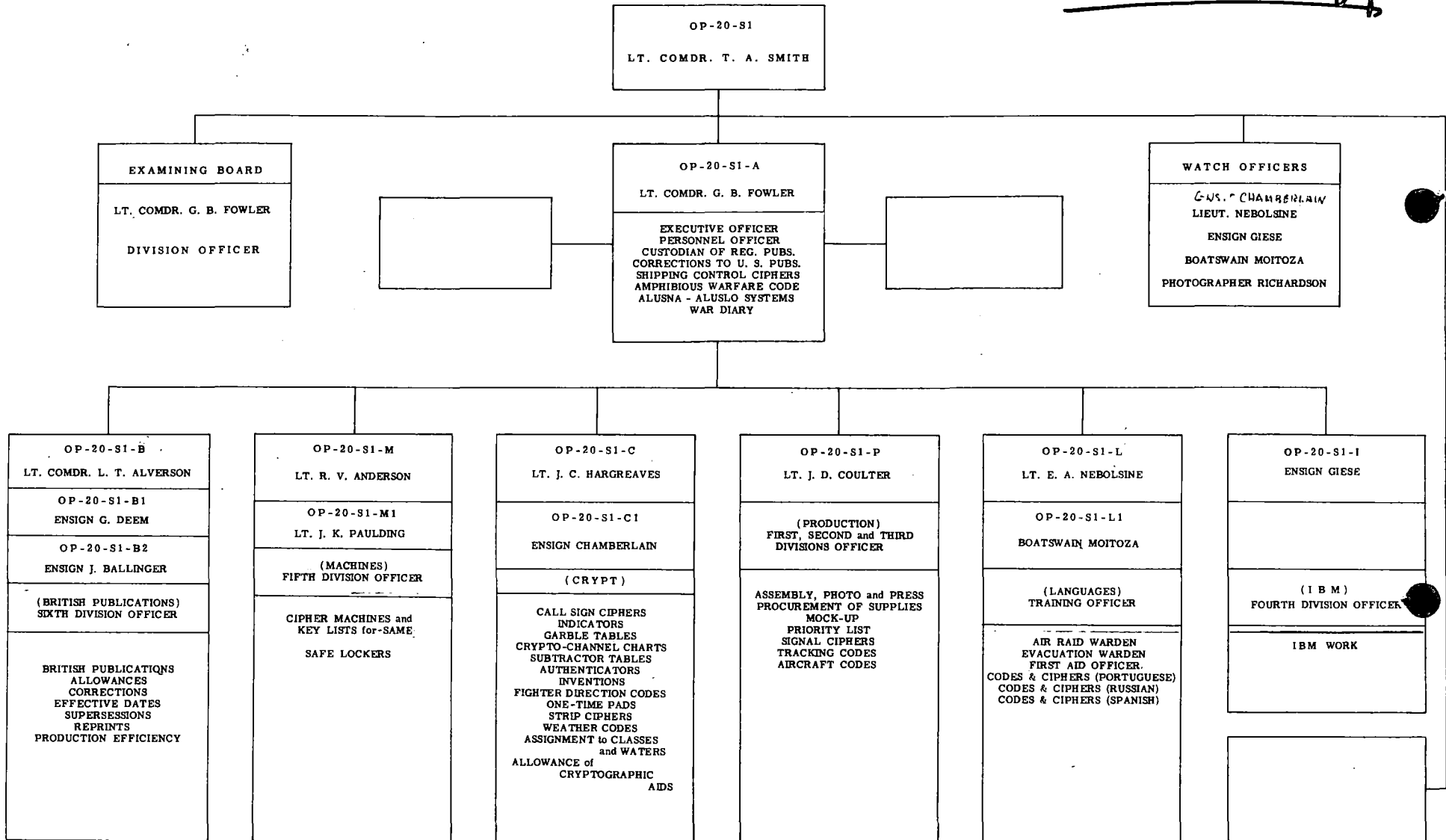
TRANSLATION SECTION OP-20-GZ  
 Foreign language research in relation to cryptanalysis  
 Translation of decrypted traffic  
 1 Lieut. Commander Bertley  
 1 Lieutenant

Approved by Chief of Naval Operations  
 11 March 1935  
*S. C. Hooper*  
 S.C. Hooper  
 Captain, U.S. Navy  
 Director of Naval Communications

~~CONFIDENTIAL~~

~~SECRET~~

*Bratton*





NAVY DEPARTMENT  
RADIO INTELLIGENCE UNIT

~~C O N F I D E N T I A L~~

COMMAND  
AND  
LIAISON  
Op-20-G

CORRESPONDENCE  
GB

ADMINISTRATION  
AND  
TECHNICAL DIRECTION  
GA

PERSONNEL ASSIGNMENT  
GP

COLLECTION  
GE                      GF

ANALYSIS  
GW            GS            GT            GY

TRANSLATION  
GZ

INTELLIGENCE  
GL            GI            GH

COMMUNICATIONS  
GC

INTERCEPT  
(CONTINENTAL NET)

D/F  
(EAST COAST NET)

RECEIVING  
& ROUTING

MACHINE  
PROCESSES

TRAFFIC  
ANALYSIS

CRYPTANALYSIS  
& DECRYPTION

TRANSLATION  
& CODE RECOVERY

COLLATERAL  
INFORMATION

COMBAT  
INFORMATION

DIARY