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NSA CIRCULAR
NUMBER 101-4

NATIONAL SECURITY AGENCY
Washington 25, D. C., 22 August 1955

EFFECTIVE UNTIL RESCINDED OR SUPERSEDED

PROCEDURES FOR SERVICING COMINT AND ASSOCIATED
TRAFFIC FORWARDED VIA ELECTRICAL MEANS

SECTION I - PURPOSE

It is the purpose of this circular to augment instructions contained in appropriate ACP series and supplements thereto.

SECTION II - SCOPE

1. This circular prescribes standard procedures to be used in the preparation and transmission of service messages related to COMINT traffic.

2. To be fully effective electrically-forwarded COMINT traffic must be delivered letter perfect to the addressee(s) as quickly as possible. Therefore, when a cipher tape is wholly or partially undecipherable, an appropriate service message will be expeditiously sent before other messages of the same or lower precedence. Replies to service messages will be similarly handled.

3. This circular provides for the inclusion in service messages of specific data which will expedite the handling of such messages and the traffic to which they pertain.

SECTION III - GENERAL INSTRUCTIONS

1. Each recipient is requested to review this circular in detail. If any portion is not clear, please address inquiries to the headquarters from which this document was received. Further, you are encouraged to furnish comments and suggestions for changes to this circular through the same channels.

2. For the purpose of this circular, service messages are divided into two categories: (1) unclassified or plain text and (2) classified or encrypted text (cryptoservice).

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      a. Unclassified service messages will be restricted to requests for reruns (INT ZDK) of traffic received via off-line facilities and appropriate instructions preceding the retransmission of encrypted traffic.

      b. Cryptoservices will be prepared in accordance with the provisions of KAG-1/TSEC Cryptographic Operations.

          (1) Service messages, except requests for reruns, must be classified when they are transmitted via off-line facilities and refer to on-line transmissions.

          (2) When on-line facilities are available, they will be preferred for service messages and replies thereto.

    3. There will be no external indication of the service nature of an encrypted service message. The use of expressions such as GRSVC, special serial numbers, routing indicator suffixes, and other similar phrases is not allowed.

    4. The utmost caution will be exercised to prevent a rerun or retransmission of a tape associated with a cryptographic compromise.

SECTION IV - SERVICE REQUESTS

    1. Precedence - A service message will normally be assigned a precedence equal to that of the cited message.

      a. A service message may be assigned a higher precedence when, due to the time lost in servicing, faster communications handling is required.

      b. When more than one message is cited, the service message will normally be assigned a precedence equal to the highest assigned in the messages cited.

    2. Message text - The text of a service message, though brief, must permit ready identification of the cited message and clearly indicate the action required.

      a. Reference to the date-time group, and section data, if applicable, is mandatory.

      b. If the date-time group is unreadable, reference to the time of filing (TOF), if available, is requested.

      c. If the cited message was received via off-line facilities, the appropriate station serial number will be included in the service message.

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      d. If the cited message was received via on-line facil-
ities, the appropriate channel number and date will be provided.

      e. . The abbreviation "COSIR" (Cite Our Service In Reply)
may be included in the service message if such use will facilitate
handling of the reply.

      3. Classification - All service messages, except requests for
reruns and retransmissions, shall be classified according to the
contents of the text of the service message and never less than
CONFIDENTIAL.

SECTION V - REPLIES TO SERVICE REQUESTS

      1. Replies to requests for cryptoservice or transmission
service will be handled prior to processing current traffic of the
same or lesser precedence.

      2. Retransmissions of multiple address messages will be sent
only to the requesting station. Reencryptions and explanatory serv-
ice messages will be sent to all addressees included in the original
transmission.

      3. When preparing for off-line transmission a reply to a serv-
ice request, procedure line "A" of internal message format will be
utilized. Use of the following phraseology is recommended as it
provides an effective means of flagging replies to serviced traffic:

                           (1)   (2)   (3)
"CRYPTO NOTE X SYS ---------- X HW ------------ MY ------------"

    (1) Identification of service request. (DTG or Cite number).

    (2) Indication of service rendered. (Rerun, reencryption,
         corrected copy, etc.)

    (3) Transmission DTG if message being serviced was originally
         transmitted via off-line facilities or channel number and
         date if on-line facilities were used.

SECTION VI - VOLUNTARY CORRECTIONS

    Due to varied logging procedures and internal distribution
requirements, it is essential that a voluntary transmission of a
correction to a message include in procedure line "A" of the internal
message format:

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    a. Reference to the date-time group of the original trans-
mission and, if the message was transmitted via on-line facilities,
reference to the channel number and date of the on-line trans-
mission.

    b. Reference to the section number, if applicable.

    c. Identification of the traffic type, i.e., the traffic
identification line.

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