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JOINT SECURITY CONTROL
Washington, D. C.

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Serial 648

23 June 1943

MEMORANDUM FOR: A. C. of S., G-1
 A. C. of S., G-2
 A. C. of S., G-3
 A. C. of S., G-4
 A. C. of S., Operations Division
 Civil Affairs Division, W.D.G.S.
 CG, Army Ground Forces
 CG, Army Air Forces
 CG, Army Service Forces
 Secretary, War Department General Staff
 Inspector General
 Commander in Chief, U. S. Fleet
 Vice Chief of Naval Operations
 Chief of Bureau of Naval Personnel
 Chief of Bureau of Ordnance
 Chief of Bureau of Ships
 Chief of Bureau of Aeronautics
 Chief of Bureau of Yards and Docks
 Chief of Bureau of Supplies and Accounts
 Chief of Bureau of Medicine and Surgery
 Commandant, U. S. Marine Corps

Subject: Security Control Procedure.

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Authority NND 943011

*Revised by JSC/CIS
SEP 2992 28 FEB 1944*

1. AUTHORITY. a. Joint Chiefs of Staff. "Joint Security Control is the agency of the Joint Chiefs of Staff Organization charged . . . with preventing information of military value from falling into the hands of the enemy . . ." (J.C.S. 234/2/D) March 17, 1943.

b. War Department. AR 380-5 provides the basis for safeguarding military information for all commanders within all echelons of the War Department.

c. Navy Department. U. S. Navy Regulations, Articles 75 $\frac{1}{2}$ and 76 form the basis for safeguarding classified information within all bureaus, stations, and forces of the Navy.

2. ADDITIONAL MEASURES. Additional precautionary measures necessary to safeguard the planning and operational phases of special operations both current and future are laid down herein and will be referred to as SECURITY CONTROL PROCEDURE and SECURITY CONTROL CHANNELS. Current Security Control Procedure is, in general, functioning satisfactorily and will be continued with such minor modifications as appear below.

3. GENERAL PRINCIPLES. The principles set forth below must guide each individual who originates a paper subject to Security Control requirements, and similarly, each individual who receives such a paper for action. The responsibility for their observance rests with each commander concerned (see paragraph 6g. below). These principles are:

a. The unnecessary spread of information must be avoided.

b. Only the minimum information necessary to the proper planning and appropriate action of a subordinate echelon will be released to it.

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TO JCS 927/495-1

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c. The transmission of information of a highly secret nature should be effected by direct contact wherever practicable.

4. SECURITY CONTROL CHANNELS. Joint Security Control will normally maintain contact in security matters with the War Department General Staff, Headquarters of the Army Ground Forces, Army Air Forces, Army Service Forces, the Inspector General, Naval Operations, Bureaus and Offices of the Navy, through officers specifically designated in each agency. These officers are known as Assistant Security Control Officers (see note) and all Security Control matters will be transmitted through them. This method of transmission will be referred to as the Security Control Channel and is not to be construed as an additional classification. The appointment of Assistant Security Control Officers in the lower echelons of the major components mentioned above is authorized.

Note. Not to be confused with the Security Officer of an office or building who is charged with its physical security and with the handling, safeguarding, and destruction of classified material therein.

5. REGISTER OF CONTROL OFFICERS. This office maintains a register of Assistant Security Control Officers of the War Department General Staff, Army Ground Forces, Army Air Forces, Army Service Forces, Inspector General, Naval Operations, Bureaus and Offices of the Navy, and certain civilian agencies. Changes in these lists will be reported promptly.

6. SECURITY CONTROL PROCEDURE. a. Purpose. This procedure is designed primarily to safeguard and limit the spread of information relating to a designated special operation in all its phases. Such information includes the plan proper, cover and deception plans, their code names, destination, dates, special equipment, and all matters which tend to reveal the foregoing. It may be extended to include psychological and economic warfare planning. //

b. Initiation. The announcement of a security project and its designation as such will, in all cases, be initiated by or through this office via Security Control Channels.

c. Register of Code Names. Each of the addressees listed above will maintain a register of individuals to whom code names for special security projects have been released. //

d. Marking and Transmission. All Security material will be enclosed in double sealed envelopes for transmission. The inner envelope will be marked SECURITY in addition to the word SECRET. Such material will be transmitted by officer courier only. In cases of extreme importance the inner envelopes will be directed to a special authorized addressee (see paragraph 6e. below). Joint Security Control does not require that each document be marked SECURITY but most offices find it expedient to do so as an added measure of control within the office.

e. Message Centers - Security Control Sections. The organization of a Security Control Section composed of specially selected officers may be set up in each Classified Message Center to receive, open and deliver Security correspondence. Material specifically addressed will be handed unopened to the addressee.

f. Processing. (1) It is not contemplated that this procedure will limit the processing of security material to listed Assistant Security Control Officers only. It is obvious that in any headquarters certain

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DECLASSIFIED
Authority NND 943011

JCS
R34/28
JCS
78

~~RESTRICTED~~

A56719

officers and clerks not so listed must see and work on such matters. THIS GROUP MUST BE KEPT TO A MINIMUM, and the clerks, both military and civilian, must be specifically selected and approved. Each office will maintain an up-to-date list of such personnel.

(2) Even within Security Control Channels information may have varying degrees of value to the enemy. Information of great potential value should be transmitted within the highest level from specified addressee to specified addressee. With respect to information of lower value, there is no objection to direct contact between certain officers, providing that the matter has been properly released to them and would not be of immediate interest to the higher echelons.

g. Routine detailed ADMINISTRATIVE matters MAY be released from SECURITY channels upon reaching an echelon where extracts can be made without revealing in fact, or by inference, any of the items set forth in paragraph 6a. above. Responsibility for such release from SECURITY Channels must rest with the CHIEF of the echelon who releases it. It is essential that all matter be examined prior to its release from SECURITY Channels to insure that there is no compromise of information through comparison with other communications.

7. TASK FORCES. Security procedure applicable to special Task Forces will be announced at the proper time for each such force.

8. RESCISSIONS. Memorandum, this office, dated November 17, 1942, subject: Security Control, is hereby rescinded.

G. V. Strong
GEO. V. STRONG,
Major General, U.S.A.,
Member, Joint Security Control.

H. C. Train
H. C. TRAIN,
Rear Admiral, U.S.N.,
Member, Joint Security Control.

DECLASSIFIED
Authority NND 943011

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- 3 -