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COMINCH FILE

UNITED STATES FLEET
HEADQUARTERS OF THE COMMANDER IN CHIEF
NAVY DEPARTMENT, WASHINGTON, D. C.

FF1/A7-3
Serial: 540

29 JAN 1944

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From: Commander in Chief, United States Fleet
and Chief of Naval Operations.
To : All Ships and Stations.
Subject: SECRET-SECURITY, Origin, Procedure and Use.
Reference: (a) Arts. 75 $\frac{1}{2}$ & 76, U.S. Navy Regs. 1920.
(b) J.C.S. 234/2/D of 17 March, 1943,
(Directive to Joint Security Control).
(c) COMINCH & CNO Ltr. Serial 1219 of
20 Feb. 1943.

1. Reference (c), not to all addressees, is hereby cancelled. There appears to be considerable confusion and misunderstanding in regard to the meaning and use of the term "SECRET-SECURITY", especially when any document so marked is received outside of Washington. This letter is intended to clarify this situation.

2. Reference (a) forms the basis for safeguarding classified information within the Naval establishment. The Joint Chiefs of Staff have found it necessary to institute further security measures governing the handling of SECRET documents relating to certain of the following:

- (a) Operations, current and future, and plans relating thereto.
- (b) Targets and target dates.
- (c) Special equipment.
- (d) Research and development of new weapons and devices.
- (e) Related matters which would tend to reveal any of the foregoing, including code names which may have been assigned to them.

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3. JOINT SECURITY CONTROL is the agency of the Joint Chiefs of Staff organization charged with, among other things, the establishment of the additional security measures referred to in paragraph 2.

4. Pursuant to the above, Joint Security Control has established the following for use WITHIN THE WAR AND NAVY DEPARTMENTS IN WASHINGTON:

(a) SECURITY CONTROL CHANNELS. Joint Security Control normally maintains contact in security matters with the War Department General Staff, Headquarters of the Army Ground Forces, Army Air Forces, Army Service Forces, and the Inspector General of the Army; and Naval Operations, Bureaus and Offices of the Navy Department, acting through officers specifically designated in each agency. These officers are known as Assistant Security Control Officers and all security control matters are transmitted through them. This method of transmission is referred to as the Security Control Channel.

(b) SECURITY CONTROL PROCEDURE.

(1) Purpose. This procedure is designated primarily to safeguard and limit the spread of information relating to a designated project or operation in all its phases.

(2) Initiation. The announcement of a security project and its designation as such, is, in all cases, initiated by Joint Security Control via Security Control Channels.

NOTE: This is not intended to discourage elements of the Naval Establishment from initiating a request to COMINCH & CNO that certain operations or projects, as described in paragraph 2, be given SECRET-SECURITY handling.

(3) Register of Code Names. Each Assistant Security Control Officer maintains a

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register for each security project or operation. This register contains the names of those individuals within his activity to whom information concerning that particular security project has been released.

(c) MARKING AND TRANSMISSION. Documents relating to subjects placed in Security Control Channels by Joint Security Control are handled in accordance with the following:

(1) The word "SECURITY" in addition to "SECRET" appears prominently on each page of the document to indicate that the subject matter shall receive special handling.

(2) Are enclosed in a double sealed envelope with the inner envelope marked "SECRET-SECURITY".

(3) Are transmitted by officer messenger only.

(4) Are opened only by those officers in the organization of the addressee who are authorized by him to handle such documents.

(d) PROCESSING. This procedure does not limit the processing of security material to listed Assistant Security Control Officers only. It is obvious that in any activity certain officers and confidential clerks not designated as Assistant Security Control Officers must see and work on such matters. THIS GROUP IS KEPT AT A MINIMUM.

5. It will be noted that the term "SECRET-SECURITY" is not an additional classification but indicates a "method of handling". It is only used in connection with those subjects referred to in paragraph 2 above, when specifically directed by Joint Security Control.

6. Elements of the Naval Establishment OUTSIDE THE WASHINGTON AREA, including the Fleet, may, from time to time receive documents marked "SECRET-SECURITY". Documents so marked and correspondence and reports relating thereto should be handled strictly as directed by Reference (a) for the handling of SECRET documents. The subject matter should be carefully guarded and divulged only to those to whom it is essential

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for the efficient prosecution of the war. Under no circumstances should such documents and related correspondence and reports be transmitted outside the continental United States by other means than officer messenger. Within the continental United States such documents may be transmitted by U.S. registered mail only when both of the following conditions exist:

- (a) Officer messengers or specially designated couriers are not available, and
- (b) When the importance to the war effort of the delivery of such material forbids its being held until an officer messenger is available.

7. When the necessity for maintaining a plan or project in a SECRET-SECURITY status has ceased to exist, Joint Security Control directs the removal of that plan or project and its associated code word from Security Control Channels. The word "SECURITY" is then deleted from all documents relating thereto and such documents are handled in the method prescribed by Reference (a) for SECRET documents, unless the classification has been even further reduced by competent authority.

E. J. KING.

Copy to:
SecNav.
Vice CNO.
All Offices, Navy Dept.

Howard E. Orem
HOWARD E. OREM,
Flag Secretary.

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