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THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C.

JOINT NEW WEAPONS

15 March 1944.

MEMORANDUM TO: CHAIRMAN, ROCKET SUBCOMMITTEE,
CHAIRMAN, ROCKET PROPELLANT PANEL.

Subject: Top Secret Procedure.

1. The Combined Chiefs of Staff have agreed to the use of a new security classification called TOP SECRET. This includes secret documents, information and material, the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the nation. As an example, critical information of new and important munitions of war, including scientific and technical developments, might be classified as TOP SECRET.

2. In implementation of the foregoing action by the Combined Chiefs of Staff, Joint Security Control has established by JSC/C15, the TOP SECRET control procedure. This procedure is attached hereto as Enclosure "A". Additional steps for the guidance of working or subcommittees dealing with TOP SECRET projects are provided in a memorandum on this subject from the Secretary, Joint Security Control, and attached as Enclosure "B". Although "rockets" and "rocket propellants" are not classified as TOP SECRET, it is believed that your committees will have contact with certain incidental projects which are in that category.

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

BURTON L. LUCAS
Colonel, G.S.C.
Secretary.

c. Navy Department. U.S. Articles 25 and 26 form the basis for safeguarding classified information within all bureaus, staffs and forces of the Navy.

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d. Joint Agreement. The Combined Security Classification Agreement will cause the Regulations of the War and Navy Departments mentioned above to be revised. This agreement has been issued by U.S. Army and Navy and will be the guide to classification until 15 March 1944, until the above Regulations are revised. The agreement introduces a category called TOP SECRET, which is new to the U.S. Army and Navy.

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Procedure is, in general, functioning satisfactorily and will be continued with such modifications as appear below, under the new title of TOP SECRET CONTROL.

3. GENERAL PRINCIPLES. The principles set forth below

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Washington, D. C.

28 February 1944.

MEMORANDUM FOR: Joint Chiefs of Staff Organization
 War Department General Staff
 War Department Special Staff
 Secretary, War Department General Staff
 CG, Army Ground Forces
 CG, Army Air Forces
 CG, Army Service Forces
 Theater Commanders
 Defense Commanders
 Service Commanders
 Base Commanders
 Commander-in-Chief, U.S. Fleet
 Vice Chief Naval Operations
 Chiefs of Bureaus of the Navy Dept.
 Fleet Commanders
 Sea Frontier Commanders
 Commandants of Naval Districts
 Commandant, U.S. Marine Corps.
 TOP SECRET Control Officers.

Subject: TOP SECRET Control Procedure.

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.
 - d. Joint Agreement. The Combined Security Classification Agreement will cause the Regulations of the War and Navy Departments mentioned above to be revised. This agreement has been issued to U.S. and British armed services and will be the guide to classification on and after 15 March 1944, until the above Regulations are revised. The agreement introduces a category called TOP SECRET, which is new to the U.S. armed services.
2. ADDITIONAL MEASURES. Additional precautionary measures necessary to safeguard all matters falling within the TOP SECRET category are laid down herein and will be referred to as TOP SECRET CONTROL PROCEDURE and TOP SECRET CONTROL CHANNELS. The current Security Control Procedure is, in general, functioning satisfactorily and will be continued with such modifications as appear below, under the new title of TOP SECRET CONTROL.
3. GENERAL PRINCIPLES. The principles set forth below must guide each individual who originates a paper falling within the TOP SECRET category, and similarly, each individual who receives such a paper for

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action. The responsibility for their observance rests with each commander concerned. 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.
- c. The transmission of information in the TOP SECRET category should be effected by direct contact wherever practicable.

4. TOP SECRET CONTROL CHANNELS. In the War and Navy Department offices in Washington Joint Security Control will normally maintain contact in security matters with the Joint Chiefs of Staff organization, War Department General and Special Staffs, Headquarters of the Army Ground Forces, Army Air Forces, Army Service Forces; the Commander-in-Chief, U.S. Fleet, the Office of Naval Operations, and the Bureaus and Offices of the Navy, through officers specifically designated in each agency. These officers are known as TOP SECRET Control Officers and all TOP SECRET Control matters will be transmitted through them. This method of transmission will be referred to as the TOP SECRET Control Channel. The appointment of TOP SECRET Control Officers in the lower echelons of the major components mentioned above is authorized. Theater, Defense and Service Commands of the Army and Fleet and Sea Frontier Commanders and Commandants of Naval Districts of the Navy will be responsible for establishing the necessary TOP SECRET Control channels in their commands.

5. REGISTER OF CONTROL OFFICERS. Joint Security Control maintains an accurate up-to-date register of TOP SECRET Control Officers of the offices named in paragraph 4, plus the offices of certain civilian agencies in Washington. The headquarters of each Theater Commander, Defense Commander, and Commanding General, Service Command of the Army, and the Commander-in-Chief of the U.S. Fleet and each Fleet and Sea Frontier Commander and Commandant of a Naval District of the Navy will maintain a similar Register in their own organizations.

6. TOP SECRET CONTROL PROCEDURE. a. Purpose. This procedure is designed primarily to safeguard and limit the spread of information falling within the TOP SECRET category.

- (1) In the case of plans or particulars of future major or special operations such information includes the plans proper, their code names, contemplated areas of action, dates, certain special equipment, and all matters which tend to reveal the fore-going.
- (2) In the case of particulars of important dispositions or impending moves of our forces or convoys in connection with future major or special operations such information includes:
 - (a) Movement of our forces (Army, Naval or Air) from a rear area in a theater of operation to the battle or assault area by land, by sea, or by air.
 - (b) The movement of a convoy carrying troops including the particulars of the dates, rendezvous, composition, route and destination.
- (3) In the case of critical information of new and important munitions, including approved scientific and technical developments, the materiel itself will seldom, if ever, be placed in

the TOP SECRET category...
SECRET plan or project in the major cases, be initiated by or through Control Channels to the offices of Commanders in the field who initiate TOP SECRET category will notify their channels as soon as such plan or project is authorized by the Theater or Defense Commander so that it may be reported to the appropriate

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the TOP SECRET category and then only in the development and testing phases. The technical service or bureau in charge of the development will determine the classification and will request from Joint Security Control the assignment of a code name, if deemed necessary.

b. Announcement. The announcement of a code word for a TOP SECRET plan or project in the War and Navy Departments will, in all cases, be initiated by or through Joint Security Control via TOP SECRET Control Channels to the offices who are required to have same. Commanders in the field who initiate a plan or project falling within the TOP SECRET category will notify Joint Security Control through command channels as soon as such plan or project is forwarded outside of the theater or Defense Command so that announcement can be made of the code word and its meaning to the offices who are required to have same.

c. Register of Individuals. Each of the offices listed in paragraph 5 above will maintain a register of individuals to whom information concerning TOP SECRET matters has been released.

d. Marking and Transmission. All TOP SECRET documents will be enclosed in double sealed envelopes for transmission. The inner envelope will be marked TOP SECRET. Such documents will be transmitted by especially designated couriers who shall, in all cases where at all practicable, be officers of the U.S. armed services. In cases of extreme importance the inner envelopes will be directed to a particular addressee by name or office.

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

f. Processing. It is not contemplated that this procedure will limit the processing of TOP SECRET material to listed TOP SECRET Control Officers only. It is obvious that in any headquarters certain 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.

g. Administrative details growing out of TOP SECRET matter may be classified in accordance with their own contents when they do not of themselves reveal, in fact or by inference, information requiring TOP SECRET classification. Such administrative matters include movement orders for personnel, equipment or materiel which, when properly prepared, can be sent through usual channels with the proper SECRET, CONFIDENTIAL or RESTRICTED classification. Such communications should be prepared so that they do not disclose the projected operation or project for which the personnel, equipment or materiel is intended, nor contain vital parts of the plan proper, nor references to special equipment the nature of which would divulge the plan or project. It is essential that all matter be examined prior to its release from TOP SECRET channels to insure that there is no compromise of information through comparison with other communications.

7. Reclassification. When an appropriate authority in the War and Navy Departments in Washington decides to reclassify a TOP SECRET subject and its code word from TOP SECRET to some lower category, Joint

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Security Control will be notified and will be responsible for notifying all others in the War and Navy Departments who are concerned. Theater and Defense Commanders who take similar classifying action will themselves notify all concerned.

8. RESCISSIONS. Memorandum, this office, dated 23 June 1943, subject: "Security Control Procedure," is rescinded 15 March 1944.

R. E. Schuirmann
R. E. SCHUIRMANN
Rear Admiral, U. S. N.
Member, Joint Security Control.

Clayton Bissell
CLAYTON BISSELL
Major General
Member, Joint Security Control.

JSC/CIS
Serial 317

R-E-S-T-R-I-C-T-E-D

JOINT SEC
Washington
MEMORANDUM FOR: The Secretaries of all J.
Clearance of Working Memos
SECRET Projects.
1. The follow-