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## Action 1

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Chief, Cryptographic Materiel Branch

SIGINFO

Grimes

22 March 1945

Ext 240

1. Responsibility for editing the Monthly Informational Document, SIGINFO, has been transferred from Cryptographic Materiel Branch to Communication Security Branch.

2. Publication on the 1st of each month is planned. The following schedule has been prepared:

a. Deadline for submission of articles to be included in a given edition of SIGINFO: 1st day of previous month (30 days in advance of publication).

b. All articles to be edited in Communication Security Branch and those concerning policy to be forwarded to Chief, Security Division, for approval: 8th day of previous month.

c. Articles to be returned to Communication Security Branch, with corrections noted: 10th day of previous month.

d. Final drafts and dummy to be forwarded to Production Section, Cryptographic Materiel Branch, to be printed: 12th day of previous month.

e. Publication to be completed and distribution to commence: 1st of the month.

3. Pending concurrence by Cryptographic Materiel Branch and approval by Chief, Security Division, the next issue of SIGINFO is scheduled for publication on 1 May 1945. Accordingly, the deadline for submission of articles for that edition is 1 April.

4. If another branch desires to submit an idea for an article and have the article written by Communication Security Branch, Publications and Indoctrination Section, the idea must be submitted six weeks in advance of publication.

5. Each branch will be responsible for the content of the articles it submits. Communication Security Branch will be responsible for the style of all articles, including the wording.

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6. Correspondence relating to articles published in SIGINFO will be routed to the originating branches for action.

7. Concurrence in the above plans is requested.

Richard L. Downing  
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SPSIS-8A, Ext 261

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