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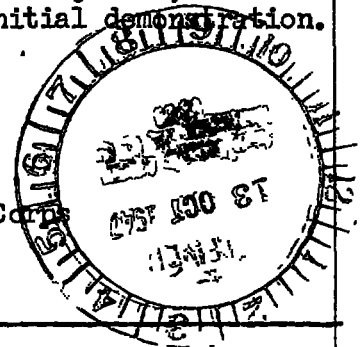
THRU: AS-20

TO	FROM	DATE	SUBJECT
1. AS-10	AS-80	8 Aug 47	Accounting Procedure for Packaged Cryptographic Machines
			<p>1. Plans have been made for storing, as War Reserve, 3,400 cryptographic machines in moisture, vapor-proof metal barriers. These machines will be reconditioned, made ready for operation (with the exception of lubrication) and sealed in galvanized metal boxes with sufficient desiccant to prevent any corrosion during the period of storage.</p> <p>2. In order that transfers and semiannual reports of possession may be made while the material is sealed in the metal containers, the procedure as outlined in Inclosure 1 has been proposed.</p> <p>3. Paragraph 43b (1), AR 380-5, 15 August 1946, states that in making a semi-annual report of possession each item will be physically inspected and its register number checked against the inventory. In view of the fact that opening the sealed units for inspection would negate the purpose of the entire program, it is requested that the Marking and Accounting Plan, as outlined under "CONCLUSIONS" of the inclosed study, be approved.</p>
1 Incl Accounting procedure for packaged cryptographic machines, w/2 incls			<p><i>A Sinkov</i></p> <p>A. SINKOV Chief, Security Division Extension 241</p>
2. AS-80	AS-20	10 Oct 47	Lt. Flazak/462
			<p>1. The Marking and Accounting Plan, as submitted to the Director of Intelligence (IOM dated 11 September 1947, subject as above, copy of which was furnished AS-80), is approved as follows:</p> <p>a. Certificates required by paragraph 6 will be executed independently by three officers.</p> <p>b. At least two of the three certifying officers will be from sources other than AS-82.</p> <p>c. All three certifying officers will be Regular Army.</p> <p>d. At least one of the certifying officers will be of Field Grade.</p> <p>2. In view of the existing officer shortage, the required officers should be present only when actually necessary. These officers will be made available by AS-26 upon request from AS-80.</p>

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TO	FROM	DATE	SUBJECT
AS-80	AS-20	10 Oct 47	REF ID: A70946 Accounting Procedure for Packaged Cryptographic Machines 3. In order that certifying officers may be familiar with the problem, and aware of their responsibility, it is desired that the packaging of the first few machines be arranged as a demonstration and lecture to be attended by all Regular Army officers concerned. AS-80 will make arrangements with the Adjutant, AS-26 regarding time and attendance of certifying officers at the initial demonstration. 1 Incl w/d CHARLES H. HISER Lt. Colonel, Signal Corps Acting Deputy Chief Army Security Agency Ext 498
3. THRU: AS-20 TO: AS-10	AS-80	21 Oct 47	1. A careful study of the details of implementing the Marking and Accounting Plan has just been completed. 2. Considering the present personnel position of Maintenance Branch and assuming the most favorable conditions possible, the maximum number of machines that can be rehabilitated and prepared for long-term storage is about fifteen per week. 3. The special checking that must be conducted by the three certifying officers in accordance with the approved plan will require their continuous presence for approximately eight hours each week. <i>4 hrs one afternoon or next the next morning.</i> 4. Since the program will continue for three or four years before 3,400 machines will have been stored, it results that three Regular Army officers, one of field grade, will devote approximately twenty per cent of their working time to this certifying duty. 5. It is plain that this would impose a definite hardship on the Regular Army personnel in the Agency, or, at any rate, will seriously interfere with operational functioning. 6. It is strongly recommended that this subject be reopened with the Director of Intelligence and a request made for a relaxation of the stringent requirements that have been imposed. A Sinkov A. SINKOV Chief, Security Division Extension 241 <i>22 reg. files at AHS</i>



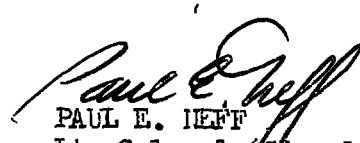
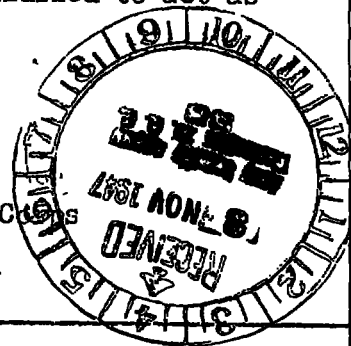
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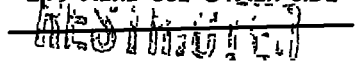
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TO	FROM	DATE	SUBJECT
AS-80	AS-20	31 Oct 47	Accounting Procedure for Packaged Cryptographic Machines
4.			<p style="text-align: right;">Lt. Plazak/462</p> <p>1. In view of the circumstances outlined in Comment 3, the Marking and Accounting Plan has been modified by the Director of Intelligence and approved as follows:</p> <p>a. Certificates required by paragraph 6 will be executed independently by two officers.</p> <p>b. At least one of the two certifying officers will be from sources other than AS-32 or AS-35.</p> <p>c. One of the certifying officers will be Regular Army.</p> <p>2. Arrangements for obtaining the required certifying officers will be made in accordance with paragraph 2 of Comment 2. It is, however, not deemed necessary to conduct the demonstration and lecture as proposed in paragraph 3 of Comment 2, due to the number of officers that are now qualified to act as certifying officers for this program.</p> <div style="text-align: right;">  PAUL E. NEFF Lt. Colonel, Signal Corps Acting Deputy Chief Army Security Agency Ext 498 </div> <div style="text-align: right;">  </div> <p style="text-align: center; font-style: italic;">noted by AS-85 JTB</p>

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Accounting Procedure for Packaged Cryptographic Machines**PROBLEM**

1. Marking and accounting for storage-packaged cryptographic devices.

FACTS BEARING ON THE PROBLEM

2. Storage packaged cryptographic equipment will be sealed in rigid moisture, vapor-proof metal barriers and packed in wooden shipping boxes. In order that these units may be shipped at some future date, without removing them from the package, it will be necessary to identify the contents by certain markings placed on the shipping box.

3. The possibility of opening the sealed barrier to physically inspect each unit would render the entire packing program useless, since its purpose is to preserve each device in good condition by dehumidified storage until the device is put into use. It therefore becomes apparent that an accounting procedure which is at variance with those presently established must be put into effect. This procedure must make provisions for the transfer of the devices from one person to another during the period of storage without a physical inspection of the device, the marking on the shipping boxes and the certificate of the officer who supervised the packaging being considered as sufficient evidence that the device contained within a package is that which is represented by external markings.

DISCUSSION

4. It is considered necessary that the following information be noted on the shipping box: Short title, register number, fragile and upright position. Further requirements may necessitate that additional information be noted, such as cube, weight, courier requirements, etc., but these data may not be required on all cases and could easily be added at the time of shipment. All such marking, including addressing, is not placed on the top of cases. This has been considered and the marking planned will not interfere.

5. Taking into consideration the fact that a mistake could be made in stenciling, especially as pertains to the register number, the metal barrier should bear the short title and register number and a card be placed inside the barrier which would be completed and returned to ASA by the officer who unpacks the machine. The receipt of this card by ASA would reveal whether or not the machine had been properly represented by external markings.

6. The officers responsible for the correctness of the stenciling should be required to accomplish a certificate of correctness for each packaged unit, this certificate to remain on file at the office of record until such time as the card bearing the same number is received from a person who has physically inspected the contents of the package and found it to be correct. The two forms could then be destroyed.

7. It will be necessary that authority be given an accountable officer to accept the certificate mentioned in paragraph 6 above as evidence that the represented equipment is on hand, provided a physical check of the packaged units has been made and they are found to be in good condition with no evidence of pilferage or damage to any unit. The use of a special seal other than regular packing of sides and ends is not believed necessary.

CONCLUSIONS

8. It is believed that the following should form a part of the final instructions for storage-packaging of cryptographic machines:

Marking and Accounting. Two designated officers will supervise the packaging and be responsible for the correctness of information stenciled on the containers. Form No. 1* will be affixed to the device at the time it is placed in the metal barrier. At this time, each officer will separately transcribe the register number of the device from the nameplate to a copy of Form No. 2.* After the cover has been soldered on the metal barrier, the short title, register number and "check this number with nameplate on machine" will be stenciled thereon, the data checked by each officer and the barrier placed inside the shipping box. After the cover of the shipping box has been put in place and fastened, the short title, register number, fragile and upright indication will be stenciled on the box and a copy of Form No. 2 completed by each officer.

a. Where marked. The short title and register number will be stenciled near the center of the metal barrier cover. The phrase "check this number with nameplate on machine" will be stenciled directly below the short title and register number.

b. Shipping box. The short title and register number will be stenciled near the lower left corner on one side of the shipping box.

- (1) "Fragile" will be stenciled diagonally across the sides and ends in such a position as not to interfere with the short title and register markings.
- (2) "Upright position" will be indicated by arrows on both sides with the arrow heads pointing toward the top end "this side up" stenciled immediately above arrow heads.

c. Accounting. In transfer of the packaged units from one custodian to another, the consolidated war Department Form Number 34 will list the units as "Packaged SIGSIS, register numbers 1, 2, 3, 4, and etc.," as may be applicable. Form No. 2, upon completion, will be filed in the records of W-45-22 until such time as Form No. 1 is received from an accountable officer who has unpacked the equipment for use. At that time, both forms representing the same item of equipment may be destroyed.

*Represents any number which may be assigned to a printed form.

9. It is recommended that the procedures for marking and accounting as set forth in "CONCLUSIONS" be approved.

2 Incls

1. Sample of Form No. 1
2. Sample fo Form No. 2

NOTICE

CHECK THE REGISTER NUMBER OF THIS MACHINE IMMEDIATELY AGAINST THAT SHOWN ON THE COVER OF THE METAL CARRIER.

ENTER THE NUMBER SHOWN ON NAMEPLATE OF THE MACHINE

Register Number _____

ENTER THE NUMBER SHOWN ON COVER OF METAL CARRIER

Register Number _____

SIGN CARD AND RETURN TO: Chief, Army Security Agency, ADGAS-82
The Pentagon
Washington 25, D. C.

(Signature with rank & org.)

FORM NO. 1

(Date)

C E R T I F I C A T E

I certify that I have this date witnessed the packaging and marking of

SIGABA, Register Number _____

and that the short title and register number as stenciled on the metal barrier and the wooden shipping box is the same as that on the nameplate attached to the device therein.

(Signature) _____

(Name typed) _____

(Rank & Org) _____