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JOINT SECURITY CONTROL
Washington, D.C.

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JSC/A8-6
Serial 2135

21 February 1947

MEMORANDUM FOR: Secretary, Joint Chiefs of Staff
War and Navy Department Agencies
(See Distribution)

Subject: TOP SECRET Control Procedure

References. (a) AR 380-5, current, and Section VI, WD Circular No. 7,
dated 8 January 1947
(b) U.S. N. Reg., Article 76, current, and CNO Letter, Serial
No. 856016, 31 March 1944
(c) Combined Security Classifications Agreement, CCS #10/4,
21 February 1944

1. RESCISSION. Joint Security Control Memorandum, Serial 2992, file No. JSC/C15 dated 28 February 1944, subject same as above, is rescinded, and the following substituted therefor.

2. TOP SECRET CONTROL PROCEDURE. Measures necessary to safeguard all matters falling within the TOP SECRET category are contained in the references listed above. Certain of these measures, plus additional precautionary ones relating to handling and transmission of TOP SECRET matters are laid down herein, and will be referred to as TOP SECRET Control Procedure.

3. TOP SECRET CONTROL OFFICERS AND CHANNELS. a. Directors or chiefs of organizations who initiate, receive, or process TOP SECRET documents will maintain a system for handling such documents by the selection and appointment of TOP SECRET Control Officers, defined as those officers of highest integrity and proven discretion specifically designated to represent their organization in the processing of TOP SECRET matters. The duties of a TOP SECRET Control Officer include receiving, controlling distribution within the organization, accounting for and transmitting outside the organization, all TOP SECRET documents.

b. The means of processing TOP SECRET documents through TOP SECRET Control Officers is referred to as the TOP SECRET Control Channel

4. JOINT SECURITY CONTROL, WAR AND NAVY DEPARTMENT TOP SECRET CONTROL OFFICERS AND CHANNELS IN WASHINGTON. a. Joint Security Control, the agency established by the Joint Chiefs of Staff to safeguard the security of military information, has been authorized by the War and Navy Departments to exercise over-all control of the transmission of TOP SECRET matters between the Joint Chiefs of Staff Organization and the offices of the War and Navy Departments in Washington.

b. The control exercised by Joint Security Control consists of the issuance of TOP SECRET Control Procedure instructions and the maintenance of a consolidated roster of TOP SECRET Control Officers of all appropriate organizations in Washington.

c. Each organization, agency or office in Washington which handles TOP SECRET documents will maintain an accurate current roster of its TOP SECRET Control Officers and furnish a copy of same to Joint Security Control. Joint Security Control will maintain a current consolidated roster of TOP SECRET Control Officers of these organizations, and will furnish copies to each organization for convenience and aid in handling TOP SECRET documents.

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5. DETAILED PROCEDURE. a. Marking and Enveloping. All TOP SECRET documents will be enclosed in two sealed envelopes when transmitted by courier. The inner envelope will be marked TOP SECRET and the addressee specified by title, however, where desirable for reasons of additional security, the inner envelope may be addressed to a particular individual by name. The outer envelope will be addressed to the addressee by title. In addition, in every case where such information is available, the address will also include - "Attention: _____" with the name of the receiving TOP SECRET Control Officer shown. Alternate TOP SECRET Control Officers may be indicated in order to insure delivery. The words "TOP SECRET" will not appear on the outer cover.

- b. Transmission. (1) TOP SECRET documents will be transmitted in accordance with the provisions of paragraph 27, AR 380-5 and Section VI, WD Circular No. 7, 1947 or Article 76, U.S. Navy Regulations, or as permitted in (2) or (3) below
- (2) TOP SECRET documents may be transmitted from one TOP SECRET Control Officer directly to another.
- (3) Whenever practicable, TOP SECRET documents may be transmitted by direct contact between personnel authorized access to such information, provided the proper TOP SECRET Control Officers are appropriately notified.

c. Handling. When the document is not in use it will be kept in a suitable safe as prescribed in referenced regulations. When not actually being referred to, it will be kept face down or closed whenever personnel are present who are not authorized to see it. In addition to the prescribed security markings, each document will have a cover sheet which will be blank except for the phrase "TOP SECRET" and the document or file number.

d. Distribution. Distribution of each document will be confined to specific addressees, their deputies, or to the TOP SECRET Control Officer.

e. Persons Having Access to TOP SECRET Matter. In the processing of TOP SECRET documents, certain officers and clerks in a headquarters must see and work with these documents. THIS GROUP MUST BE KEPT TO A MINIMUM. All must be individually warned about disclosing such matter to personnel whose duties do not require it. Both military and civilian personnel in this group must be specifically selected and approved. The TOP SECRET Control Officer for each office handling TOP SECRET material will maintain a register of individuals to whom such information may be released. Such individuals are not to be considered TOP SECRET Control Officers, nor required to be designated as such. Only personnel who absolutely need to possess whole or partial knowledge of the contents of the document will be permitted to see the necessary portions which pertain to their particular interests.

6. CLASSIFICATION OF ADMINISTRATIVE DETAILS. Administrative details growing out of TOP SECRET matter will 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 in the appropriate category of SECRET, CONFIDENTIAL, RESTRICTED or unclassified. 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 matters relating to TOP SECRET information be examined prior to release from TOP SECRET channels to insure that there is no compromise of information through comparison with other communications.

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7. TOP SECRET CONTROL PROCEDURE OUTSIDE OF WASHINGTON. Outside of Washington it is suggested that these instructions be used as a guide for TOP SECRET Control Procedure inasmuch as such procedure is a function and responsibility of the individual Services concerned.

For Joint Security Control.

Gerald W. Davis
GERALD W. DAVIS
Major, CAC
Secretary

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