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SECURITY INFORMATION
NATIONAL SECURITY AGENCY
Washington 25, D. C.

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NSA MEMORANDUM
NUMBER 120-23

6 April 1953

THIS MEMORANDUM BECOMES EFFECTIVE 15 APRIL 1953 AND WILL
REMAIN IN EFFECT UNTIL 15 APRIL 1954 UNLESS SOONER
RESCINDED OR SUPERSEDED

NATIONAL SECURITY AGENCY IDENTIFICATION BADGE SYSTEM

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SECTION I - PURPOSE AND SCOPE

This memorandum supersedes NSA Memoranda 120-16, dated 15 May 1950, and 120-23, dated 30 August 1952, and implements provisions of Chapter IV, NSA Security Manual. It prescribes the Security Identification Badge System authorized and directed for use in the National Security Agency. As prescribed in the NSA Security Manual, these instructions delineate the details of identification control within NSA and provide for the reciprocal integration with the NSA system of the identification control system of the Army Security Agency and the Naval Security Station.

SECTION II - DESCRIPTION OF THE NSA BADGE

1. General - The NSA identification badge, except as otherwise described herein, will be of laminated plastic with metal thread interwoven. It will have a distinctive NSA insert containing an individual serial number, a head photograph 2" x 2½" in size, and, except as noted below, a 2½" x 3/4" color field. The badge will be worn suspended from the neck.

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2. Design - In each NSA badge, the color field will generally represent the staff division or office to which the wearer is assigned. To indicate assignment, a number code in accordance with organizational segment designations will be superimposed on the color field. A diagonal white bar through a dark color field, or a diagonal blue bar through a light color field indicates interim clearance status. NSA photo badges will include in the photo the name of the individual concerned, and on the reverse side, his signature, countersigned by the Chief, Physical Security Branch. The reverse side will also contain a return address in case of loss, and reference to applicable punitive laws and statutes governing unauthorized use.

3. Types - There will be four general types of NSA Badges as follows:

- a. Cleared (or interim-cleared) photo badge.
- b. Uncleared photo badge.
- c. Cleared (or interim-cleared) non-photo badge.
- d. Uncleared non-photo badge.

4. Classification and authorized use. The NSA badge is unclassified. However, its display, except as noted below, is authorized only for purposes of entry and exit to and from NSA spaces and while present within NSA spaces. In an emergency the badge may be used by civilian employees for personal identification; it will not be so used by military personnel. The badge will not be displayed outside the NSA installation except as thus specifically provided.

5. Detailed description as to type and access to space and classified matter authorized:

- a. General
 - (1) The cleared badge indicates final clearance and authorizes access to, or indoctrination for, all NSA spaces, classified matter, and processes on a "need to know" basis.
 - (2) The interim cleared badge indicates interim-clearance and authorizes

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access to all NSA spaces, classified matter, and processes on a "need to know" basis with the exception of such spaces, matter, and processes whose sensitivity, in the opinion of the staff division or office chief concerned, is such that access thereto may be granted only to personnel whose clearance status is final.

- (3) The uncleared badge, both photo and non-photo, indicates no NSA clearance and authorizes access only to uncleared areas, except when an operational or administrative need exists and an escort and other necessary control against access to classified information are provided. In no case, escorted or unescorted, shall an individual wearing an uncleared badge be granted access to, or entry into, an Exclusion Area.

b. Cleared (Interim-Cleared) Photo Badges.

- (1) Green Field: Authorizes access to all NSA spaces, processes and material. This badge is limited to the Director, Vice Director, Executive Deputy Director (Chief of Staff), Deputy Chief of Staff/Plans and Operations, Deputy Chief of Staff/Administration, Deputy Director/Research and Development, Special Assistant, Comptroller and Inspector.
- (2) Purple Field: Indicates directorate, coordinating staff, special staff, and NSA School staff assignment. It authorizes normal access to any of the administrative segments of the directorate, coordinating staff, special staff, offices, and the NSA School. Access to other segments and information may be granted on a "need to know" basis.
- (3) Tan Field: Indicates assignment to the Office of the Assistant Director, Production (to include selected key personnel within each Office and Staff

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group). It authorizes normal access to all spaces and classified matter in the Office of Production. Access to other segments and information may be granted on a "need to know" basis.

- (4) Yellow Field: Indicates assignment to the Offices of Production. It authorizes normal access to assigned spaces only and to classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis.
- (5) Blue Field: (Less Deputy Director/Research and Development) Indicates assignment to the Office of the Assistant Director, Research and Development. It authorizes normal access to assigned spaces only and to classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis.
- (6) Red Field: Indicates assignment to the Office of Communications Security. It authorizes normal access to assigned spaces only and to classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis.
- (7) Orange Field: Indicates selected cleared non-NSA personnel of the consumer departments and agencies, official couriers, and such other non-NSA cleared personnel as may be designated by the Director. It permits normal access to authorized spaces only and to classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis. Normally a two digit code number outside the NSA organizational code system will be imposed on the color field. For couriers and personnel attending conferences, the words COURIER and CONFERENCE will be used respectively in place of the code number.

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(8) Exceptions:

- (a) Cleared personnel of the Security Branch, Naval Communications Division, working in NSA spaces at Arlington Hall Station will be issued a photo badge with a yellow color field and the numerals 202 inscribed therein. It authorizes normal access to assigned spaces only and classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis.
- (b) Cleared ASA, CSA and AFSS personnel on temporary duty with NSA will be issued a photo badge of appropriate color field with the abbreviation "TDY" imposed on the color field. It will authorize normal access to assigned spaces only and classified matter contained therein. Access to other segments and information may be granted on a "need to know" basis.

c. Uncleared Photo Badges.

- (1) School Badge: An all orange insert with filagree design indicates no clearance, and assignment to the NSA School. The words NSA School, in black letters will be printed on the lower portion of the badge. This badge authorizes admission to the NSA School only. It does not authorize admission to Arlington Hall Station nor to the Naval Security Station. NSA School badge wearers will be processed as uncleared visitors at both stations.
- (2) Duty Uncleared Badge: A basic NSA Badge insert with no color field or other distinctive feature indicates uncleared personnel who are assigned for temporary duty to uncleared NSA spaces within Arlington Hall Station and the Naval Security Station. It authorizes entry into either station for direct transit from the gate to

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place of duty, and to and from rest rooms, and cafeteria without escort, provided transit thru cleared spaces is not required. An NSA escort is required in all other cases. This badge will contain the word "Uncleared", in large letters, on the lower portion of the badge. Its issue will be held to a minimum.

d. Cleared (Interim-Cleared) Non-Photo Badges.

- (1) Privileged Visitor: A basic NSA badge insert with no color field, but with two-inch solid black letters "PV" placed in the photo space of the insert. This badge may be authorized for visitors whose service or other type clearance has been certified by the Chief, Security Division, and appropriate indoctrination, if any, administered, and for such other persons as the Director may designate. Those visitors whose clearance has been certified for access to NSA spaces and classified matter and who have received indoctrination do not require an escort. For all others an escort shall be required.
- (2) One-Day Badges: Appropriate non-photo badges will be issued in accordance with existing instructions (See Section V) to employees who lose or forget their badges and to cleared personnel awaiting their cleared photo badges. The type of color field issued and code imposed thereon will be that specified for the regular badge of the individual concerned. In the photo space, in large black letters, the words "One-Day Badge" will be printed.

e. Uncleared Non-Photo Badge.

- (1) NSA School Non-Photo Badge: An orange insert with filigree design and the words "NSA School" in black letters, printed on the lower portion. The badge indicates that the wearer is

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uncleared, has entered on duty at the NSA School, and is awaiting his permanent NSA School photo badge. It will allow access to the NSA School only.

- (2) Visitor Badge: A basic NSA badge insert (no photo space) with the words "Visitor" and "Must Have Escort" printed thereon. The "Visitor" badge will be issued to authorized uncleared visitors, to authorized visitors whose clearance status is less than cryptographic, and to authorized visitors whose clearance status has not been determined. This badge will also be issued to authorized truck drivers, vendors, off-station repairmen, and to wearers of uncleared badges (photo or non-photo) who "lose" or "forget" their badges. (See Section V for Lost or Forgotten badge procedure.)

SECTION III - CUSTODY

Persons employed by NSA or assigned to duty with NSA, and personnel of associated activities, whose official duties require continuing or frequent access to NSA spaces, may retain custody of their respective NSA badges during all times of such employment or duty except for periods of absence in excess of thirty (30) days. In the event of such absence, the badge shall be surrendered to the Chief, Physical Security Branch, at one of the following points:

- a. Naval Security Station - Badge Room, Bldg. 17, Room B-07.
- b. Arlington Hall Station - Security Office, Room 1036, "B" Bldg., or Room 1044, "A" Bldg.
- c. NSA School - Gatehouse

SECTION IV - CONTROL

1. The manufacture, issue, and control of NSA identification badges is the responsibility of the Chief, Security Division.

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2. All cleared (interim-cleared) personnel are limited to the operational areas and classified matter indicated by the badges they wear. It is the responsibility of the NSA official in charge of an activity to determine whether or not an operational need exists for an individual wearing one type of cleared badge to have access to spaces and classified matter not normally accessible to him.

3. Access of uncleared personnel to NSA spaces is limited to UNRESTRICTED areas, to include restrooms and cafeterias. Uncleared personnel will be admitted to other NSA spaces only under escort and then, only when an operational or administrative need for such admission has been determined by competent authority.

4. All NSA non-photo badges (cleared or uncleared), except specifically designated conference badges, will be turned in by the wearers upon departure from the respective stations. At the Naval Security Station they will be turned in at the gate-house. At Arlington Hall Station badges issued to NSA employees will be turned in at whichever gate is used for departure. Badges issued to visitors will always be turned in at the main gate (Arlington Boulevard) upon departure of the visitor. At the NSA School badges will be turned in at the gatehouse.

SECTION V - REPLACEMENT OR REISSUANCE OF BADGES

1. Badges will be replaced or reissued for the following reasons: When they are broken or mutilated, when transfers are effected which require changes in color field and/or numerical designator, or when badges are lost and not recovered within a period of ten days or more.

2. The responsibility for reporting lost badges and for requesting replacement of mutilated badges rests with the individual and will be accomplished by means of NSA Form No. 858.

3. The responsibility for requesting replacement of badges because of reassignment rests with the Chief of the branch to which the individual is being reassigned. It will be accomplished by means of NSA Form No. 858.

4. In the case of a lost badge, until such time as it is recovered or a period of ten (10) days has elapsed

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following the date of loss, the individual concerned will be issued a "One-Day" badge. This badge is issued on a day to day basis and requires personal identification.

5. Requests for replacement of lost badges will be accompanied by a written statement setting forth the circumstances surrounding the loss. The statement will include the following information:

- a. Estimate of where lost, date and time.
- b. Circumstances surrounding loss, i.e. - stolen, destroyed dropped in an inaccessible place, unknown, etc.
- c. Efforts made to recover.

6. An individual who forgets his badge will be issued a "One-Day" badge to be worn throughout the day and turned in upon leaving. Personal identification is required for the issuance of this badge.

SECTION VI - SERVICE SUPPORT

1. Army - Wearers of the Arlington Hall Station badges will be granted entrance to the NSA School, the Naval Security Station and Arlington Hall Station for admittance to NSA spaces and access to classified matter as follows:

a. Cleared Badges

- (1) Gold Ladge - Photo or Non-photo. Issued only to cleared individuals whose duties require constant access to NSA spaces without escort, authority for access to spaces and classified matter being granted on the basis of operational need.
- (2) Salmon Badge - Photo or non-photo. Issued only to cleared individuals whose duties require limited access to operational areas. Wearers of salmon Arlington Hall Station badges will be allowed access to NSA spaces without escort, authority for access to spaces and classified matter being granted on the basis of operational need.

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- (3) Russett Badge - Photo or non-photo.
Issued only to specifically designated cleared custodial, maintenance, and post personnel who require a clearance because of their unavoidable proximity to classified matter in the performance of assigned duties. Access to NSA Spaces at Arlington Hall Station is granted to wearers of this type badge only on the basis of need to enter to perform assigned duties. Escort not required in restricted or secure areas. Escort always required in Exclusion Areas. Wearers of the Russett badge may not act as escorts in operational areas.

b. Uncleared Badges:

- (1) Cherry Badge - Photo or non-photo.
Issued to uncleared personnel who do not normally require access to operational areas in the performance of assigned duties. Authorizes entry to the outer compounds of Arlington Hall Station and the Naval Security Station without escort. An escort must be provided and necessary security precautions taken when it is necessary for a wearer of a cherry badge to enter NSA operational areas.

2. Navy - Wearers of Naval Security Station and Security Branch, Naval Communications Division badges will be granted entrance to the NSA School, to Arlington Hall Station, and the Naval Security Station for admittance to NSA spaces and access to classified matter as follows:

a. Cleared Badges:

- (1) Naval Security Station. Blue insert with black letters, "NavSecSta" inscribed on the lower portion. Wearers of this badge will be allowed access to NSA spaces without escort, authority for access to spaces and classified matter being granted on the basis of operational need.

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- (2) Security Branch, Naval Communication Division. Blue insert with black numerals, OP-202, inscribed on the lower portion. Wearers of this badge will be allowed access to NSA spaces, without escort, authority for access to spaces and classified matter being granted on the basis of operational need.

b. Uncleared Badge:

- (1) Naval Security Station. Black insert with abbreviation TEMP, in black letters, inscribed on the lower portion. Authorizes access to the Naval Security Station and the outer compound at Arlington Hall Station without an escort. Entry to the NSA School is authorized. Entry to NSA operational areas not authorized without escort.
- (2) Security Branch, Naval Communications Division. Black insert with the abbreviation TEMP, in black letters, inscribed on the lower portion. Authorizes access to the Naval Security Station and the outer compound at Arlington Hall Station without an escort. Entry to the NSA School is authorized. Entry to NSA operational areas not authorized without escort.

SECTION VII - COORDINATION

The Chief, Army Security Agency and the Commanding Officer, Naval Security Station concur in the provisions of this memorandum.

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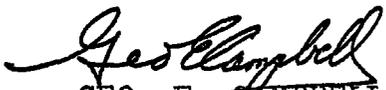
SECTION VIII - OVERALL SUPERVISION

Chief, Security Division is assigned the responsibility for the Staff supervision for the provisions of this Memorandum.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

ALFRED R. MARCY
Colonel, US Army
Chief of Staff

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

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COLOR FIELD	TO WHOM ISSUED	ESCORT REQUIRED				MAY ACT AS ESCORT			
		AHS ADMIN	AHS OPNS	NAV SECSTA	NSA SCHOOL	AHS	OPNS AREA	NAV SECSTA	NSA SCHOOL
NSA IDENTIFICATION BADGE									
Green Field - Photo	Director Vice Director Executive Deputy Director (Chief of Staff) Deputy Chief of Staff/Plans and Operations Deputy Chief of Staff/Administration Deputy Director/Research and Development Special Assistant Comptroller Inspector	NO	NO	NO	NO	YES	YES	YES	YES
Purple Field - Photo	Directorate Coordinating Staff Special Staff NSA School Staff	NO	NO	NO	NO	YES	YES	YES	YES
Tan Field - Photo	Indicates assignment to the Office of the Assistant Director, Production (to include selected key personnel within each Office and Staff group.)	NO	NO	NO	NO	YES	YES	YES	YES
Yellow Field - Photo	Indicates assignment to the Offices of Production.	NO	NO	NO	NO	YES	YES	YES	YES
Blue Field - Photo	(Less Deputy Director/Research and Development). Indicates assignment to the Office of the Assistant Director, Research and Development								

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COLOR FIELD	TO WHOM ISSUED	ESCORT REQUIRED				MAY ACT AS ESCORT			
		AHS ADMIN	AHS OPNS	NAV SECSTA	NSA SCHOOL	AHS	OPNS AREA	NAV SECSTA	NSA SCHOOL
Red Field - Photo	Office of Communication Security	NO	NO	NO	NO	YES	YES	YES	YES
Orange Field - Photo	Selected Non-NSA Personnel of Consumer Departments and Agencies, Official Couriers, Conference Personnel.	NO	NO	NO	NO	YES	YES	YES	YES
Yellow Field - Photo W/Digits 202	Personnel of Security Branch NavComm Div in NSA Spaces at AHS	NO	NO	NO	NO	YES	YES	YES	YES
Appropriate Color - Photo W/Letters TDY	Cleared ASA, CSA, and AFSS Personnel on Temporary duty with NSA	NO	NO	NO	NO	YES	YES	YES	YES
Orange Filagree Uncleared - Photo	Uncleared Personnel Assigned to NSA School	YES	YES	YES	NO	NO	NO	NO	NO
Duty Uncleared NSA Badge No Color Field - Photo W/Uncleared Across Face of Badge	Uncleared Personnel Assigned to NSS or AHS for Temporary Duty	NO	YES	NO	NO	NO	NO	NO	NO
Privileged Visitor - Non-Photo - PV 2 nd solid Black Letters on NSA Insert - No Color Field	Visitors whose service or other type clearance has been certified by SEC and appropriate indoctrination, if any, administered, and for such other persons as the Director may designate.	COURTESY ESCORT				NO	NO	NO	NO
One-Day Badge - Non- Photo - Appropriate Color Field and Code W/Solid Black Letters One-Day Badge in Photo Space	To employees who lose or forget their badges and to cleared personnel awaiting their cleared Photo badges.	NO	NO	NO	NO	NO	NO	NO	NO

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COLOR FIELD	TO WHOM ISSUED	ESCORT REQUIRED				MAY ACT AS ESCORT			
		AHS ADMIN	AHS OPNS	NAV SECSTA	NSA SCHOOL	AHS	OPNS AREA	NAV SECSTA	NSA SCHOOL
Uncleared Non-Photo Orange Filagree Design W/Solid Black Letters in lower portion	Issued to uncleared personnel of NSA School Awaiting NSA School Photo Badge.	YES	YES	YES	NO	NO	NO	NO	NO
Visitor Badge - Non- Photo NSA Badge Insert W/Words "Visitor" and "Must Have Escort"	Issued to Authorized uncleared visitors, to visitors whose clearance status is less than cryptographic, and to authorized visitors whose clear- ance status has not been determined. Authorized truck drivers, vendors, off-station repairmen and uncleared personnel who lose or forget their badges (Photo or Non-Photo).	YES	YES	YES	YES	NO	NO	NO	NO
Interim cleared - Appropriate color field W/white diagonal bar	All personnel with interim clearance.	NO	NO	NO	NO	YES	YES	YES	YES
ASA IDENTIFICATION BADGE									
Gold - Photo or non- photo	Cleared ASA personnel who require con- stant access to NSA spaces without escort on basis of operational need.	NO	NO	NO	NO	YES	YES	YES	YES
Salmon - Photo or non- photo	Cleared personnel who require limited access to NSA spaces without escort on basis of operational need.	NO	NO	NO	NO	YES	YES	YES	YES

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COLOR FIELD	TO WHOM ISSUED	ESCORT REQUIRED				MAY ACT AS ESCORT			
		AHS ADMIN	AHS OPNS	NAV SECSTA	NSA SCHOOL	AHS	OPNS AREA	NAV SECSTA	NSA SCHOOL
Russett Badge - Photo or non-photo	Specifically designated cleared custodial, maintenance and post personnel who have no need for access, but who require a clearance because of their unavoidable proximity to classified matter. Access granted only on basis of "need to enter" to perform assigned duties.	NO	*	YES	YES	YES	NO	NO	NO
		* ESCORT REQUIRED IN EXCLUSION AREAS ONLY							
Cherry - Photo or non-photo	Uncleared personnel who do not normally require access to operational areas, in performance of assigned duties.	NO	YES	YES	NO	YES	NO	NO	NO
NAVSECSTA IDENTIFICATION BADGE									
Blue insert W/Black letters on lower part of badge - Photo	Personnel who are allowed access to NSA spaces on basis of operational need.	NO	NO	NO	NO	YES	YES	YES	YES
Blue insert W/Black Numerals OP-202 on lower part of badge - Photo	Personnel who are allowed access to NSA spaces on basis of operational need.	NO	NO	NO	NO	YES	YES	YES	YES
Black insert W/Abbreviation TEMP in black letters on lower part of badge	Uncleared Personnel of Security Branch, Naval Communications Division, and NavSecSta.	NO	YES	NO	NO	NO	NO	NO	NO

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HOME ADDRESSES AND TELEPHONE NUMBERS OF CHIEFS OF STAFF
DIVISIONS AND OFFICES AS OF 15 APRIL 1953

<u>POSITION</u>	<u>INCUMBENT</u>	<u>ADDRESS</u>	<u>TEL NR</u>
Director, NSA	Lt. Gen. R. J. Canine, USA	Quarters No. 14 Ft. Lesley J. McNair Washington, D.C.	EX 3-7700 Ext. 14
Vice Director	RADM J. N. Wenger, USN	4918 Tilden St., NW Washington, D.C.	EM 2-2134
Deputy Director	Col. T. M. Hetherington, USAF	3708 Calvend Lane Kensington, Md.	OL 9-9348
Chief of Staff	Col. A. R. Marcy, USA	6904 Strathmore St. Chevy Chase, Md.	OL 4-0681
Deputy Chief of Staff Administra- tion	Capt. P. P. Leigh, USN	3511 South Wake- field Arlington, Va.	TE 6-0988
Ass't Director, Production	Capt. J. S. Harper, USN	4200 38th St., NW Washington, D.C.	EM 3-1731
Ass't Director, R & D	Dr. S. Kullback (Acting)	1259 Van Buren St., NW Washington, D.C.	RA 3-0701
Comptroller	Col. C. A. Clark, Jr., USAF	217 Forest Drive Falls Church, Va.	JE 2-3463
Special Assistant	Mr. W. F. Friedman	424 N. George Mason Drive WASH, D.C. <u>310 SECOND STREET, S.E.</u> Arlington, Va.	JA 8-8996
Adjutant General	Col. G. E. Campbell, USA	6000 Ryland Drive Bethesda, Md.	OL 2-7261
Chief, Plans & Policy Division	Col. J. O. Gregory, USAF (Acting)	9211 Flower Avenue Silver Spring, Md.	JU 9-0201
Chief, Communica- tion Division	Lt. Col W. B. Campbell, USA	107 Greenwood Drive Falls Church, Va.	JE 3-9115
Chief, Training Division	Lt. Col. S. L. Patterson, USAF	10104 Gates Avenue Silver Spring, Md.	JU 9-5176
Chief, Personnel Division	Capt. J. H. Fortune, Jr., USN, (Acting)	3333 P St., NW Washington, D.C.	AD 2-1559

Chief, Civilian Personnel Branch	Mr. William O. Arey, (Acting)	6236 Valley Rd. Bethesda, Md.	OL 4-2809
Chief, Security Division	Col. L. H. Wyman, USA	5617 Overlea Rd. Summer, Washington 16, D.C.	OL 2-8627
Chief, Logistics Division	Col. W. A. Shaw, USA	1830 47th Place Washington, D.C.	EM 3-3865
Chief, Movement Group	Col. A. C. Cunkle, USA	4301 Mass. Ave, NW Washington, D.C.	EM 3-1175
Chief, Technical Information Divi- sion	CDR J. T. Pendergrass, USN	5322 Baltimore Ave Chevy Chase, Md.	OL 2-0814
Chief, Office of Communication Security	Col. Frank E. Herrelko, USAF	9520 Ewing Drive Bethesda, Md.	OL 2-5922
Commandant, NSA School	Maj. D. K. Corcoran, USAF	431 Bellview Dr. Falls Church, Va.	JE 3-3197
Hq Commandant	CDR R. W. Mindte, USN	5000 Park Place Chevy Chase, Md.	OL 4-3385
	CAPT. D. M. AGNEW, USN	711 N. OVERLOOK DR. ALEXANDRIA, VA.	TE 6-1661