

HEADQUARTERS ARLINGTON HALL STATION

OFFICE OF THE COMMANDING OFFICER

ARLINGTON, VA.

10 December 1943

SUBJECT: Report Of The Post Security Committee

TO: Commanding Officer, Arlington Hall Station

1. At the instigation of the Post Adjutant a Post Security Committee has been formed to investigate the current status of security at Arlington Hall Station, to draft a Post Security Policy, and to make recommendations leading to a higher degree of security at Arlington Hall Station. This Committee, under the Chairmanship of Major W.B. Fortune, is composed of the various Branch Security Officers and the Provost Marshal as indicated below. Capt. Best, as Post Intelligence Officer, has acted in an advisory capacity with this Committee. The members of the Committee are

Lt. Skidmore - A Branch	Lt. Creekman - E Branch
Lt. Packard - B Branch	Lt. Donaldson - F Branch
Capt. Yasbec - C Branch	Lt. Venters - Tng Branch
Maj. Fortune - D Branch	Lt. Worrall - Provost Marshal

2. This Committee has met on several occasions for the discussion of problems peculiar to the Branches and relative to the security of the Post as a whole.

3. During the discussions in the Committee meetings, the security needs of Arlington Hall Station have been determined to be as follows:

- a. A more detailed study of specific Branch Security problems in the relation to the entire Post security problem than is within the scope of this Committee.
- b. The initiation of an active, coordinated and more rigid security discipline.
- c. The standardization of security policy and regulations throughout the post.

4. On the basis of its study, the Committee has drafted a Post Security Policy and submits the following recommendations for approval and execution.

It is recommended that -

- a. the attached statement of the Arlington Hall Station "Post Security Policy" be adopted as the official Post Security Policy.
- b. the Post Security Officer as defined in the Post Security Policy, paragraph 2a, be appointed by the Commanding Officer at an early date.
- c. the immediate, first duty of the Post Security Officer shall be the drafting of the specific Post Security Regulations covering the points outlined in paragraph 2c of the attached

Post Security Policy. These Regulations should be in complete detail and should be generally applicable to every Branch of this Station.

d. A file of fingerprint classifications shall be maintained jointly by the Provost Marshal and the Post Security Officer for use in investigations bearing on security.

e. in order to maintain the RESTRICTED status of Operations Building B, the civilian training school be removed from this building.

f. an active security publicity campaign shall be initiated at the earliest possible moment. It is advisable that this campaign be organized in such a manner as to encourage the broadest possible participation by all personnel on the Post. The greater portion of this campaign should be handled through the various Branches. Materials and ideas used in any one Branch should be coordinated with the other Branches by the Post Security Officer. Such publicity measures as pay envelope inserts, security slogans on the paper napkins in the cafeterias, security suggestion boxes, training films, and qualified speakers might be used in this campaign.

g. the following miscellaneous security measures shall be enforced:

(1) The question of under- and over-classification of documents shall be brought to the attention of those personnel whose duties include such classification.

(2) The problem of the storage of classified documents shall be brought to the attention of the Branch Chiefs. The question of the proper storage of classified documents for which locked file facilities are not available shall be clarified.

(3) Periodic checks by the Guard shall be made at the entrance to buses and in the the business district of Buckingham to enforce the removal of badges outside of the limits of the Post.

(4) There shall be periodic monitoring of the War Department telephones by specially assigned, qualified personnel for the purpose of checking the security of conversations between this station and other War Department offices.

W.B. Fortune
Major, Signal Corps
Chairman, Post Security Committee