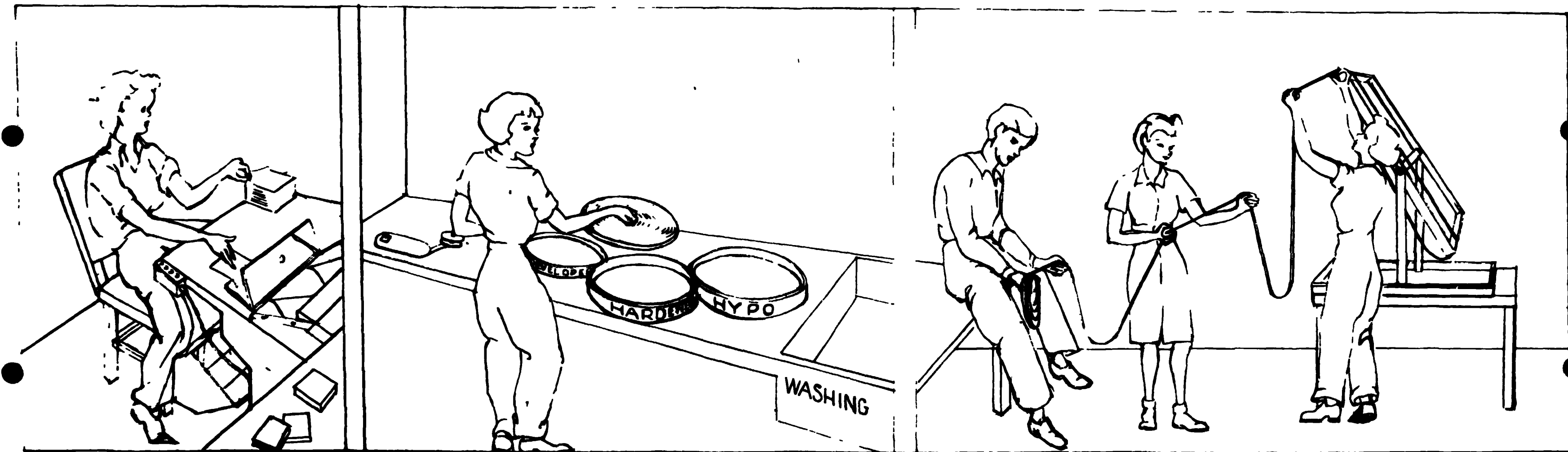


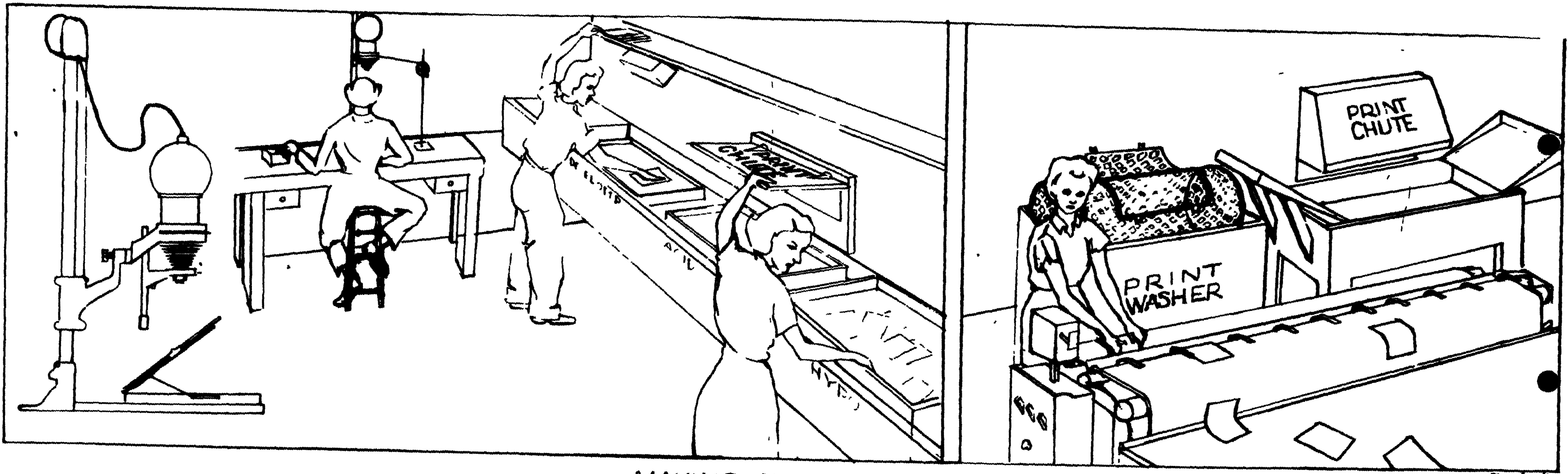
MAKING A PHOTOSTAT



RECORDAK
CAMERA

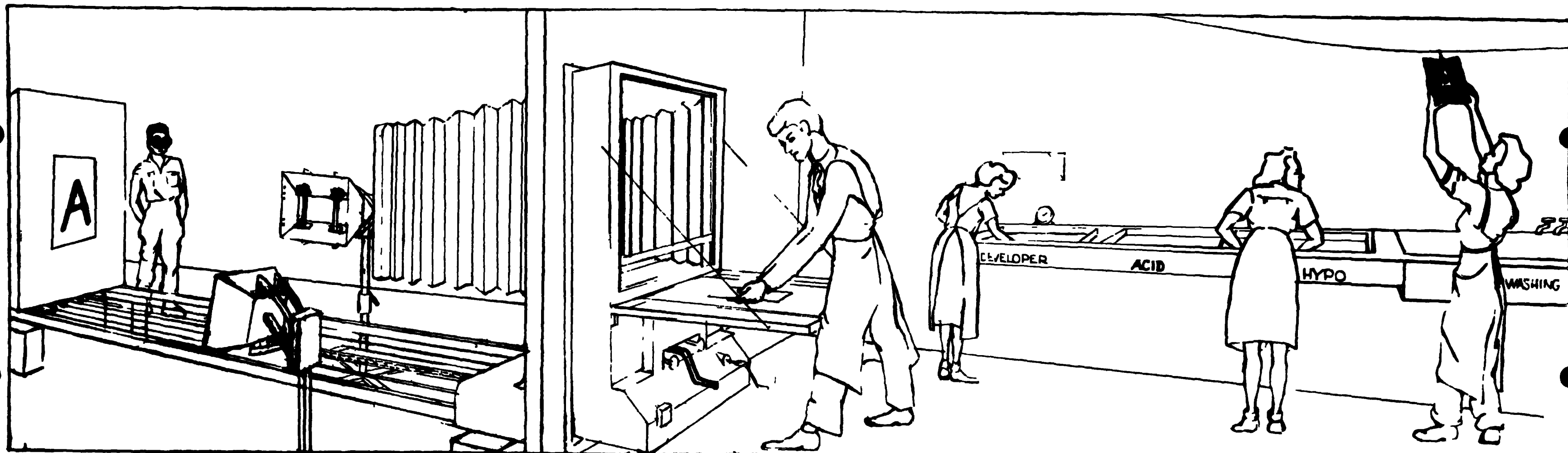
PROCESSING THE MICROFILM

75 V Crowdy



MAKING AN "8 BY 10" PRINT

75 v. 1. 1. 1.



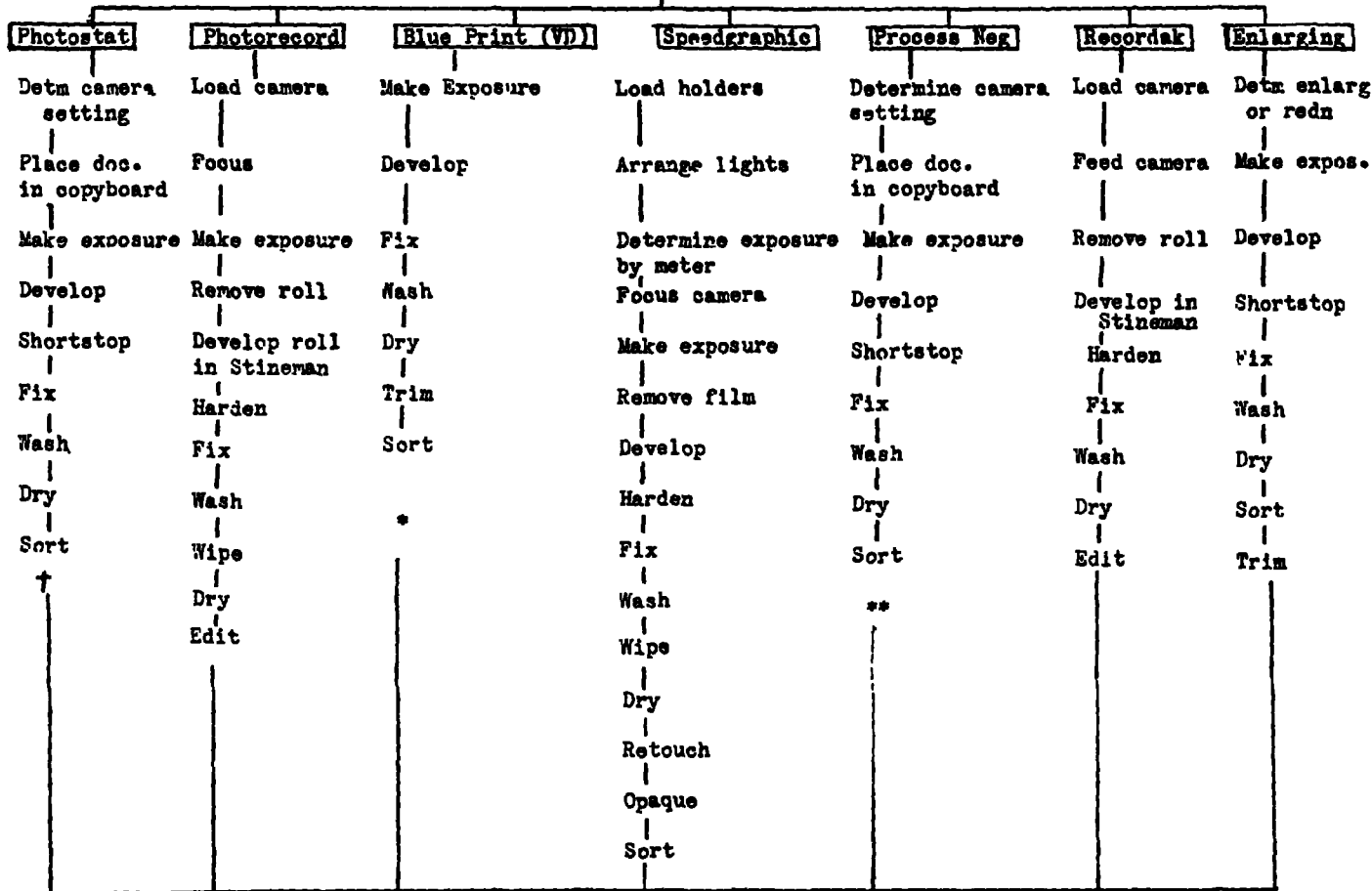
MAKING A MULTILITH NEGATIVE

Requisition from all other Post components
By mail or courier

SPSID

Branch Chief
Ex. Off

Photographic
Officer



Make receipt

File requisition

Deliver

File receipt

† Photocopyist procedure is the same as photostat

* Brown line prints require the making of a negative by the above procedure and then the same procedure again in making the brown line print

** Halftone negatives require four (4) different exposures for each negative

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: ~~Circuit Number Check on Outgoing Messages~~

FORM TITLE: ~~Send Number Sheets~~

FORM NO. ~~WD-AGO No 666~~

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 1 SETS PER 1

REMARKS

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Teletype Sub-Unit	Prepares - Files in permanent file for future reference. This form is needed in order to keep a station to station check of messages passing over a particular circuit during a 24 hour period. It is also needed for the purpose of keeping a constant check on unworked BQ's and BQ's.			1

SENT Number Sheets

CHANNEL NUMBER	FILING TIME	TIME REC'D AT TELETYPE ROOM	TRANSMISSION TIME	GRP CNT	OPR	TIME REC'D	TIME BQ'D

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Acknowledgement of Receipt of Outgoing Message by Addressee

FORM TITLE: AHS Message Center - Outgoing Message Receipt FORM NO. SIS-SC No

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME 167 SETS PER

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION	
			FORWARDS	DESTROYS
1.	Receiving Office	Prepares	1	
1.	Addressee	Signs name and time of receipt of message	1	
1.	Receiving Office	Placed in permanent file		

This form is needed to protect the Message Center. When the addressee claims not receipt of the message the signed receipt is pulled from the file to prove delivery.

AHS MESSAGE CENTER
OUTGOING MESSAGE RECEIPT

AS OUT No. _____ ORIGINATOR _____

RETURNED TO _____

DATE TIME RETURNED _____

RECEIVED BY _____

RETURN IMMEDIATELY TO MESSAGE CENTER, A BLDG.

SIS-SC Form No. 647

20 July 1943

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: _____

FORM TITLE: _____ FORM NO. _____

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME _____ SETS PER _____

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: SPSID - 4

FORM TITLE: Receipt FORM NO. _____

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME: _____ SETS PER _____

REMARKS: The receipts show the division of work between Branches, the material used within the Branch for production and wastage, and are evidence of the return of originals.

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Recording personnel	Prepare receipt	X		
1	Delivery personnel	Deliver completed work & receipt	X		
1	Originator of Requisition	Sign Receipt	X		
1	Delivery personnel	Return receipt to Branch			X

		Periodically			
1	Photographic Officer	Assign Recordaking job	X		
1	Operator (Enlisted)	Makes Recordak film			X

GENERAL

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: SPSID - 4

FORM TITLE: Photographic Requisition FORM NO. _____

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME: SETS PER

REMARKS: Requisition comes in from I & L by messenger from mail room, or by courier from G Branch, E-III, and BII as main sources. Others by mail.

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Branch Chief or Ex. Off.	Approval or disapproval	X		
1	Photographic Officer	Assign job	X		
1	Operator (Enlisted)	** Perform necessary operations	X		
1	Recording Personnel	Make receipt			X

		Periodically			
1	Photographic Officer	Assign Recordaking job	X		
1	Operator (Enlisted)	Makes Recordak film			X
	** Covered in Appendix 1				
<h1>GENERAL</h1>					

RESPONSIBILITIES AND FUNCTIONS OF THE TRAFFIC SECTION

1. Arranges for and operates such communications channels as may be required or directed between the Signal Security Agency and other points.
2. Operates and maintains a message center for the receipt, transmission, and cryptographing of the Signal Security Agency and special G-2 communications.
3. Operates and maintains an exchange service for recording incoming and outgoing intercept traffic received from United Kingdom sources and is responsible for certifying communications costs incident thereto.
4. Receives and records all incoming and outgoing mail, except cryptographic material, and provides mail service to, from and between the offices of the Commanding Officer, Assistant Commandant, Director of Communications Research, Control Officer, Arlington Hall Station, Second Signal Service Battalion, Chiefs of Divisions and Branches.
5. Maintains a messenger service and an officer courier service and prescribes mail messenger and courier procedure for the Signal Security Agency and Arlington Hall Station.
6. Procures, stores, and issues certain routine War Department publications dealing with technical operations of the Signal Security Agency.

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Circuit Number Check on Incoming Messages

FORM TITLE: Received Number Sheets

FORM NO. SIS-SC NO. 659

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 7 SETS PER d

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Teletype Sub-Unit	<p>Prepares - Files in permanent file for future reference.</p> <p>This form is needed in order to keep a station to station check of messages passing over a particular circuit during a 24 hour period. It is also needed for the purpose of keeping a constant check on unanswered RQ's.</p>			

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Master Logging of Incoming Messages

FORM TITLE: Arlington Hall Station Message Center - Incoming

FORM NO. SIS-CC No 63

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME: 24 SETS PER d

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILE
1	Receiving Office	Prepares - Files in permanent file for future reference. This form is needed in order to keep in one place all pertinent facts about all incoming messages. This file is referred to constantly and is of the utmost importance in supplying prompt answers to questions concerning incoming messages.			1

~~SECRET~~

ARLINGTON HALL STATION
MESSAGE CENTER
INCOMING

~~SECRET~~

NR	ENT	MSG NR	DTG	POINT OF ORIGIN	PREC	CKT NR	SYS IND	SYS NR	SUBJECT	REMARKS	COM. C.M.

JIS-53 Form No. 630
9 August 44

PAGE _____ MONTH _____ YEAR _____

SECRET

5107

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Control of Incoming Messages in the Code Room

FORM TITLE: Incoming Code Room Log Sheets

FORM NO. SPS-33-62

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 3 SETS PER 1

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILE
1	Code Room	Prepared - destroyed after completed		1	

This form is needed to keep a constant control of incoming messages in the code room. It indicates to the officer the location of each message and who has it. It also indicates to the officer how long the message has been in the code room. Its greatest value is that it greatly reduces the chance of a message becoming misplaced in the code room.

CODE ROOM LOG SHEETS

INCOMING

AS NR	PREC	TIME IN	OICCR	TYPE	GRP CNT	DEC BY	TIME ASSIGNED	TIME COMPLETED	TYPE D BY	TIME COMPLETED	SVC'D + CAUSE	REMARKS

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Recording Incoming Message Distribution

FORM TITLE: None

FORM NO Unnumbered

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 6 SETS PER 4

REMARKS _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Receiving Office	Prepared - Files in permanent file for future reference.			1
		This form is needed to record the complete distribution of all copies of each incoming message. It is also used to tell if the receipts have been returned. This is done by making a check mark beside the copy number when the receipt has been returned.			

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Checking Action taken on Incoming Messages

FORM TITLE: Action Slip FORM NO. 619-2 No.

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME 130 SETS PER

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION	
			FORWARDS	DESTROYS
1. 2.	Receiving Office Receiving Office	Prepares Prepares - files in suspense	1	
1.	Addressee	Signs and indicates action	1	
1. 2.	Receiving Office Receiving Office	Files Remove from file		2
<p>This form is needed to supply necessary information in following up unanswered incoming messages.</p>				

ACTION SLIP
REF ID: A70867

AS CM IN # _____ ASSIGNED TO _____
FROM _____ DATE & TIME DELIVERED _____

_____ ACTION COMPLETE ANSWERED BY _____
_____ NO ACTION NECESSARY LTR. MSG., ETC.
_____ ACTION PARTIALLY COMPLETE

REMARKS _____

SIGNATURE _____

THIS ACTION SLIP MUST BE RETURNED TO THE MESSAGE CENTER
WITHIN 24 HOURS.

SIS-SC Form No. 648 SEE OTHER SIDE
29 July 1944

REF ID:A70867

1. REMARKS SHOULD INCLUDE REASON FOR ONLY PARTIAL ACTION AND ESTIMATED TIME OF COMPLETION.
2. THE SIGNATURE SHOULD BE THAT OF THE PERSON IN EACH BRANCH CHARGED WITH THE RESPONSIBILITY OF KEEPING RECORDS ON ALL MESSAGES.
3. IF ACTION HAS BEEN INCORRECTLY ASSIGNED, NOTIFY THE MESSAGE CENTER IMMEDIATELY OF THIS ERROR.

SIS-SC Form No. 648

29 July 1944

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Acknowledgment of Receipt of Incoming Messages by Addressee

FORM TITLE: ARS Message Center - Incoming Message Receipt

FORM NO SIS-96 No 641

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 266 SETS PER d

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Receiving Office	Prepares	1		
1.	Addressee	Signs name and time of receipt of message	1		
1.	Receiving Office	Placed in permanent file			1
<p>This form is needed to protect the Message Center. When the addressee claims no receipt of the message the signed receipt is pulled from the file to prove delivery.</p>					

AHS MESSAGE CENTER
REF ID: A70867
INCOMING MESSAGE RECEIPT

AS CM-IN No. _____ COPY No _____

FOR _____ BRANCH

DATE TIME SENT _____

RECEIVED BY _____

RETURN IMMEDIATELY TO MESSAGE CENTER, A BLDG

SIS-SC Form No. 641

12 July 1944

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Master Logging of Outgoing Messages

FORM TITLE: Arlington Hall Station Message Center - Outgoing

FORM NO. SIS-SC No. 627

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 16 SETS PER a

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1.	Receiving Office	<p>Prepares - Files in permanent file for future reference.</p> <p>This form is needed in order to keep in one place all pertinent facts about all outgoing messages. This file is referred to constantly and is of the utmost importance in supplying prompt answers to questions concerning outgoing messages.</p>			1

ARLINGTON HALL STATION
MESSAG. CENTER

J-U-T-G-J-I-N-G

~~SECRET~~

~~SECRET~~

AS NR	SACT	PRJC	CLASS	INT BY	ADDRESSEE	SUBJECT	SYS NR	MSG NR.	DTG	INFORMATION	UJT NR	UJP NR

~~SECRET~~

SIC 30 FORM NO. 627
11 AUG 1945

PAGE _____ MONTH _____ YEAR _____

~~SECRET~~

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Assignment of Special Message Numbers to Outgoing Messages

FORM TITLE: None FORM NO. Unnumbered

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME 10 SETS PER no

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Receiving Office	Prepares - Files in permanent file			1
<p>This form is needed in assigning consecutive message numbers to messages carrying special numbering series.</p>					

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Assignment of Cryptographic System and Proper Address to Outgoing Classified Messages.

FORM TITLE: None FORM NO. Unnumbered

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE VOLUME 10 SETS PER

REMARKS: -----

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION	
			FORWARDS	DESTROYS FILE
1	"C" Branch	Prepares - Addressographed	1	
1	Crypto File Sub-Unit Message Center	Prepares - Places on form system number of crypto system held by unit indicated on the form. Files in permanent file.		
<p>This form is needed to check the address on outgoing classified messages. Since this form shows all crypto systems held by the addressee, it is used in selecting the proper cryptographic system for enciphering the message.</p>				

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Control of Outgoing Messages in the Code Room

FORM TITLE: Outgoing Code Room Log Sheets

FORM NO. SIS-SC No 631

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 7 SETS PERD

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILE
1	Code Room	Prepares - destroyed after completed		1	
<p>This form is needed to keep a constant control of outgoing messages in the code room. It indicates to the officer the location of each message and who has it. It also indicates to the officer how long the message has been in the code room. Its greatest value is that it greatly reduces the chance of a message becoming misplaced in the code room.</p>					

OUTGOING

AS NR	PREC	TIME IN	CICCR	TYPE	ENG BY	TIME ASSIGNED	TIME COMPLETED	CHK'D BY	TIME ASSIGNED	TIME COMPLETED	REMARKS

31
SIS-SC Form No 631
7 SEPT 44

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Logging of Services

FORM TITLE: Service Log

FORM NO. Unnumbered

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 9 SETS PER 4

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1	Teletype Sub-Unit	Prepared - Filed in government file for reference			1
<p>This form is needed in order to keep in one place all pertinent facts about all service messages. This form is referred to constantly and is important in supplying necessary information for the prompt handling of defective messages requiring service.</p>					

TO	AS NR.	INDICATORS	GKI NR.	NATURE OF REQUEST	ACTION - COMMENTS

?

T/C V ARL SVC NR

401
~~401~~

QSL SLIPS

THRU

EXCEPT:

see for Ari

TNX T/C ARL

2/

ARI*

ARI

ARI V ARL SVC No 401
ATTN T/C

R SLIPS: 2492, 93, 94, 95, 96, 97, 98, 99,
R SVCS: 989, 990
PLS RPT:

2495 (3092723)ol



J H Arc 391

THX T/C ARL _____ Z/

WTC V ARL SVC NR 401

ARI V ARL SVC NR 401

ATTN T/C

R SLIPS: 2492,93,94,95,96,97,98,99

R SVCS: 389,390

PLS RPT:

2495 (3092923) OL

..
TNX T/C ARL 01JAO214Z DA PLS ACK.....

ARL V ARI SVC NR 390

NOTE TO IBM.....

AB

ARL V ARI SVC NR 389

NOTE TO IBM

AB

T

ARL V ARI SLIP NR 2492

PRIORITY NJA NRS 3092878 - 3092882

ARL V ARI SLIP NR 2493

NJA/NRS 5092883-3092892

ARL V ARI SLIP NR 2494

OJA NR 3092893

OKA#

Ja

Sta 15-

3092793 - ol

REL V ARI SLIP NR 2495

NJA NRS 3092894 - 3092934

Do

REF ID: A70867

Sta 15 ja

ARL V ARI SLIP NR 2496

OJA/NRS 3092935-3092941

OK - DO

In Sta 15

ARL V ARI SLIP NR 2497

NJA/NRS 3092942-3092953

OK - DO

REF ID: A70367

ARL VARI SLIP NR 2408

OJA NRS 3092954

OK

DR

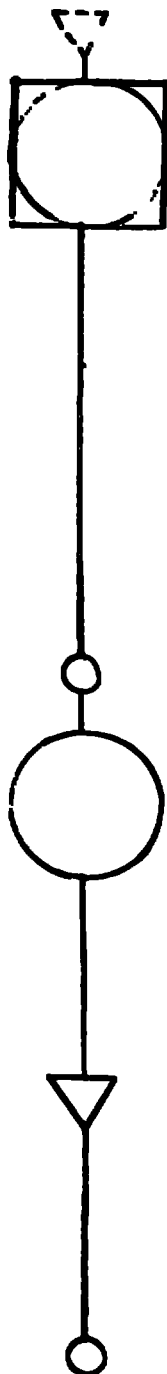
1944 DEC 1 - AM 1:10

REF ID:A70867

OK/AC

ARL V ARI SLIP NR 2499

NJA NRS 3092955 - 3092956



Traffic and tape remains on respective equipment until string of 10 to 30 messages has been completed. During this period the material is inspected and notation of bad messages is made on slip heading which precedes and identifies the material included. Also during this process the traffic string is stapled and identifying remarks are placed on the back of the copy at the head of the string. When tape is of sufficient length, the end is inserted in a rewind reel core and it is wound on the reel automatically. When string is finished, tape is removed from reel and traffic is taken from machine.

The material is taken to a work table, a distance of 6 feet, where each message on the string is time stamped, the tape is secured and marked with the same identification as is put on the copy, and slip heading handed to Service Operator.

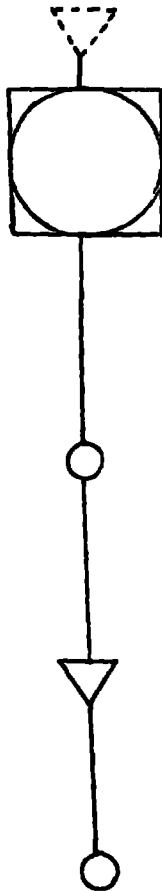
It is now ready to be placed in a hamper on the same table to await scheduled delivery to Records and Distribution Unit.

All material is delivered to Records and Distribution Unit. 75 feet.

Operations---2
Inspections--1
Deliveries---2
Storage-----1

I.

PROCEDURE CHART
 OTHER TYPES OF INTERCEPT TRAFFIC
 RECEIVED IN POINT TO POINT



Material remains on equipment until string of messages is completed. During this period it is inspected and notation of bad messages made on slip heading which precedes and identifies traffic included.

Traffic is taken to work table. 6 feet.

Traffic is placed in hamper.

Traffic is delivered to Records and Distribution. 75 feet.

Operations---1
 Inspections--1
 Deliveries---2
 Storage-----1
 Distance----81 feet

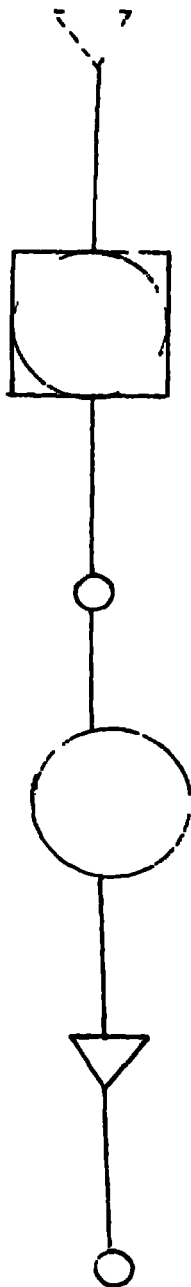
JAPANESE MILITARY TRAFFIC RECEIVED FROM B.S.C.

This traffic is processed in the same manner as Japanese Military traffic received in the Point to Point Sub-Unit except that any necessary services are made by the B.S.C. operator immediately after the transmission of a traffic string.

OTHER TYPES OF INTERCEPT TRAFFIC RECEIVED FROM B.S.C.

This traffic is processed in the same manner as other types of traffic received in the Point to Point Sub-Unit except that any necessary services are made by the B.S.C. operator immediately after the transmission of a traffic string.

REF ID: A70867
PROCEDURE CHART
JAPANESE MILITARY RFCFIVFD
FROM RADIO CIRCUITS



String of enciphered tape remains on reperforator until completed.

Completed tape is torn from reperforator and placed in local circuit transmitter distributor where a clear text heading giving necessary information results. At this point, transmitter is stopped and deciphering equipment is set up. Transmitter is again started and material is run off. This is a step by step operation and must be followed in order. Inspection takes place during this operation, and necessary notations made on heading.

When completed, traffic is removed from machine and taken to work table where necessary information is logged, messages time stamped. 6 feet.

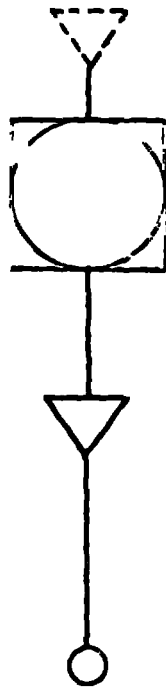
Traffic is placed in hamper to await delivery.

Traffic is delivered to Records and Distribution. 50 feet.

Operations---1
Inspections--1
Deliveries---2
Storage-----2
Distance----50 feet

NOTE: Other traffic received by this means is handled in the same manner except that it is not time stamped.

REF ID: A70867
PROCEDURE CHART
INTEFCFPT TRAFFIC RECEIVED FROM
NAVY



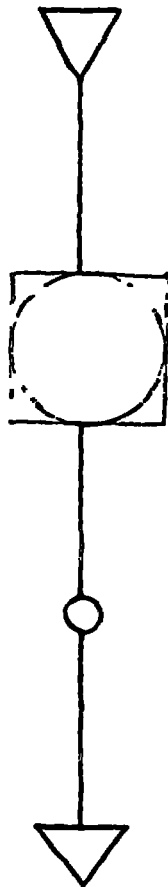
Traffic remains on machine until run is completed. Usually 2 to five messages. Inspection and logging takes place.

Traffic is removed from machine and placed in out box for delivery to Records and Distribution. 65 feet.

Traffic delivered to Records and Distribution.

Operations---1
Inspections--1
Deliveries---1
Storage-----1
Distance----65 feet

JAPANESE ARMY TRANSMITTED TO B. S. C.



Tape is received from Machine Room ready for transmission and held until circuit time available.

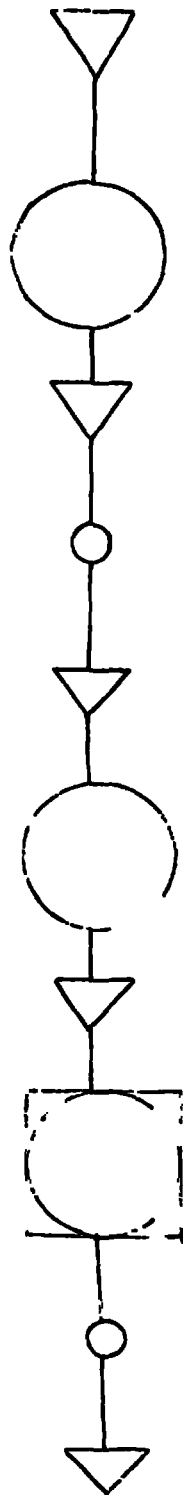
Necessary heading information given and contents of tape transmitted. Necessary logging is done during this period. Material checked during transmission. Tape destroyed after transmission.

Three copies of finished product taken to out box and file. 6 feet.

One copy in out box for Traffic Exchange Unit. One copy in out box for Machine Room. One copy filed for 24 hour reference.

- Operations---1
- Inspections--1
- Deliveries---1
- Storage-----2
- Distance-----6 feet

REF ID:A70867
PROCEDURE CHART
OTHER TYPES TRANSMITTFD TO BSC



Copy of traffic to be sent is received from Traffic Exchange Unit, pre-sorted by type and precedence, and placed on table.

Material assigned message numbers.

Material placed in radial distributor for pick-up by operators for perforation.

Material picked up. 8 feet.

Material placed on machine.

Material perforated.

Tape held until circuit time available.

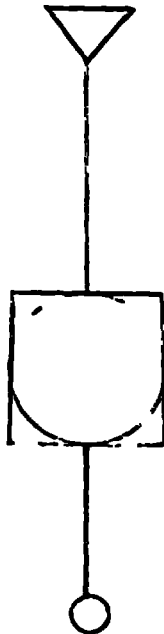
Tape transmitted to BSC with necessary heading information. Logged during this process and inspected.

Three copies taken to out box and file. 6 feet.

One copy placed in out box for Traffic Exchange. One copy filed for 24 hour reference. One copy destroyed.

Operations---3
Inspections--1
Deliveries---2
Storage-----5
Distance----14 feet

REF ID:A70867
PROCEDURE CHART
INTERCEPT TRAFFIC TRANSMITTED TO
NAVY (JAP MILITARY)



Material is Received from B-14 unit and placed on machine to await transmission.

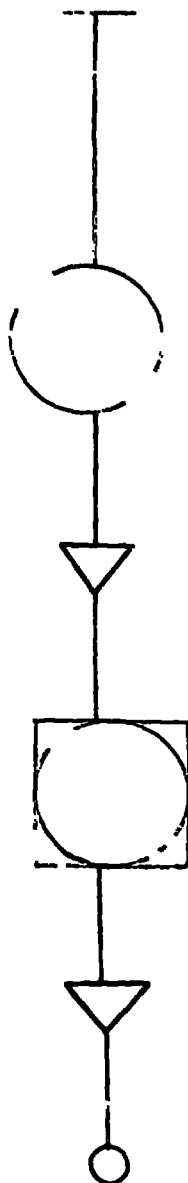
Material is transmitted and necessary logging and inspection takes place. Ackment received.

Material is delivered to tube terminal for return to B-IV. 65 feet.

Operations---1
Inspections--1
Deliveries---1
Storage-----1
Distance----65 feet

NOTE: Diplomatic traffic for transmission to Navy is handled in the same manner except that it is received from Records and Distribution and returned upon completion. Distance is the same.

REF ID:A70867
PROCEDURE CHART
OUTGOING ADMINISTRATIVE TRAFFIC
TO BSC



Material received from Message Center Clerk who delivers into hands of Trick Chief.

Trick Chief assigns message number from log.

Material is placed on machine to await transmission.

Material is transmitted, inspected. Corrections are made if necessary. Ackment received.

Original and three copies held for return to Message Center.

Material delivered to Message Center.

Operations---2
Inspections--1
Deliveries---1
Storage-----2

NOTE: Outgoing operational traffic for NAVY is handled in the same manner.

PROCEDURE CHART
 ADMINISTRATIVE AND OPERATIONAL TRAFFIC
 RECEIVED FROM POINT TO POINT STATIONS



Message remains on machine until completed. It is inspected during this process.

Completed message is placed on Service Desk where necessary logging is done and it is time stamped.

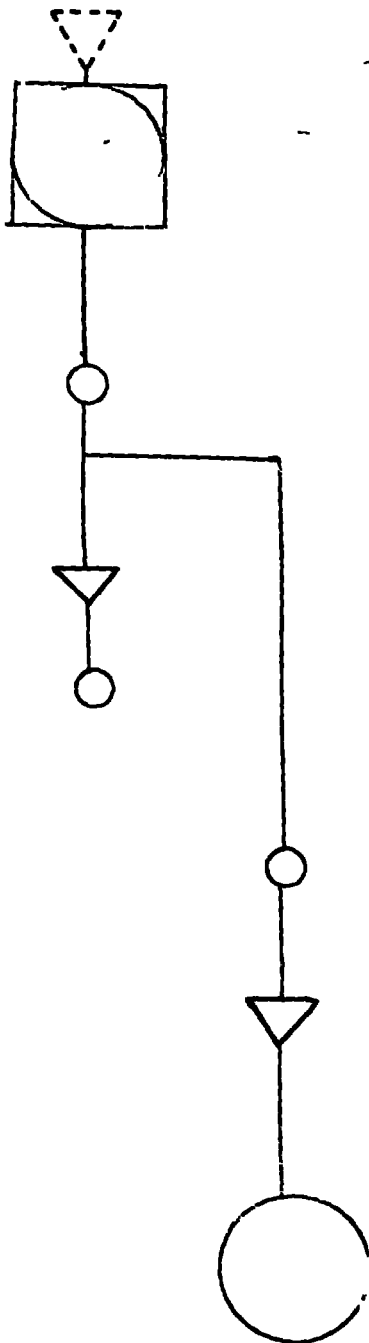
Message is delivered to Message Center. 150 feet.

Operations---1
 Inspections--1
 Storage-----
 Deliveries---1
 Distance-----150 feet

NOTE: Urgency and condition of message dictates whether it is stored after the logging and time stamping phase. If a correction is needed, the message is held at the Service Desk until it is complete. If more urgent traffic must be handled before delivery can be made, it is also stored at this point.

The above process chart demonstrates the procedure on the messages received on the control circuit adjacent to the Service Desk. Those messages received on other circuits require a transportation to the Service Desk up to 14 feet.

REF ID: A70867
PROCEDURE CHART
JAPAN'SP WEATHER RECEIVED
FROM STATION TWO FOR RELAY
TO NAVY



Traffic and tape remains on respective equipment until string of 10 messages is complete. During this period the material is inspected and notation of bad messages made on slip heading which precedes and identifies the material included.

When string is finished copy is taken to work table to be placed in hamper for delivery, and slip heading is handed to service operator. This is a distance of 6 feet.

Copy in hamper until delivered.

Delivered to Records and Distribution along with other material.

Tape is delivered to relaying point, a distance of 30 feet.

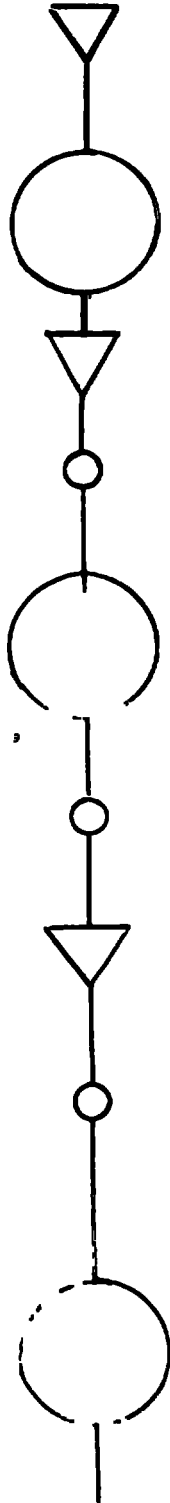
Tape is held at designated point awaiting transmission.

Transmission takes place. During this process, proper logging is done. When completed and receipted for, tape and copy are destroyed. Corrections are made as necessary on this traffic.

Operations---2
Inspections--1
Deliveries---3
Storage-----2
Distance---121 feet

MAIL TRAFFIC RECEIVED FOR DUPLICATION

THIS FUNCTION IS PERFORMED BY ALL OPERATORS HAVING OTHER PERMANENT DUTIES. THE WORK IS DONE DURING LULLS IN TRAFFIC HANDLING OPERATIONS.



Traffic is delivered in bulk by Records and Distribution unit and placed on table.

Material is counted by station and type and recorded.

Material is placed on distribution table to be worked on by operators as time allows.

Material is taken to perforator by operator. (Distance variable)

Material is prepared on tape.

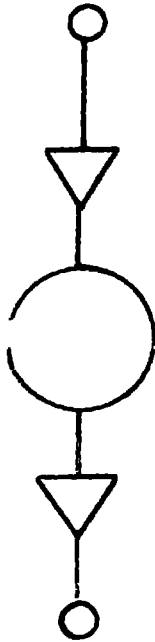
Tape and copy carried to table. (Distance variable)

Tape and copy placed on table to await next action.

Tape and copy taken to available local circuit. (Distance variable)

Tape run through local circuit and extra copy made.

(cont.)



Bulk original and teletype copy taken to table.
(Distance variable)

Material placed on table to await next action.

Continuous string of teletype copy is cut into individual messages and each message is stapled to original mail copy.

Finished product is placed in hamper to await deliver to Records and Distribution.

Material is delivered to Records and Distribution. 50 ft.

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: LOGGING TRAFFIC

FORM TITLE: OPERATORS NUMBER SHEET (REG'D)

FORM NO. WDSIB 136

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 20 SETS PER 1

REMARKS _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1 1 1	Teletype Sub-unit Records Sub-unit Records Sub-unit	Prepares Extracts data Destroys after 3 months.	1	1	1
<p>This form is used for logging incoming intercept traffic where necessary and to supply information not otherwise given by the source.</p>					

Circuit _____ Date _____

Sheet No _____

TIME OPERATOR SIGNED	TIME OPERATOR SIGNED	TIME OPERATOR SIGNED	TIME OPERATOR SIGNED
01	26	51	76
02	27	52	77
03	28	53	78
04	29	54	79
05	30	55	80
06	31	56	81
07	32	57	82
08	33	58	83
09	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100
01	26	51	76
02	27	52	77
03	28	53	78
04	29	54	79
05	30	55	80
06	31	56	81
07	32	57	82
08	33	58	83
09	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: LOGGING TRAFFIC

FORM TITLE: OPERATORS NUMBER SHEET (SENT)

FORM NO. WDSIG 138

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 6 SETS PER 1

REMARKS _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILE
1 1 1	Teletype Sub-unit Records Sub-unit Records Sub-unit	Prepares Extracts data Destroys after 3 months	1	1	1
<p>This form is used to log outgoing intercept traffic or administrative and operational notes, and to supply necessary information regarding the traffic.</p>					

OPERATOR SENT NUMBER SHEET

Date _____ Circuit _____

NUMBERS			TIME		NUMBERS			TIME	
OPR. SIGN	FROM—	TO—	IN	OUT	OPR. SIGN	FROM—	TO—	IN	OUT

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: CHECKING WD RELAY POINTS HANDLING INTERCEPT TRAFFIC

FORM TITLE: STATION CHECK SHEET

FORM NO. NONE

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 8 SETS PER

REMARKS: _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FI
1	Teletype Sub-unit	Prepares Files with comparative 138 Destroys after 3 months These forms are necessary to check relay points involved in transmission of enciphered intercept traffic in order to insure its receipt and to get repeats when necessary without going back to the originator. Standard Procedure used by the relay point is governed by WD standards.	1		
1	Records Sub-unit			1	
1	Records Sub-unit				

PROCEDURE ANALYSIS (WORK SHEET)

PROCEDURE: Recording of Elapsed Time

FORM TITLE: J. H. Elapsed Time Log

FORM NO. None

TYPE OF FORM: STANDARD WD WD-AGO INTRA-SERVICE INTRA-OFFICE

VOLUME 6 SETS PER day

REMARKS _____

DETAILS OF PREPARATION, PROCESSING AND DISPOSITION

COPY NO.	ORGANIZATION OR INDIVIDUAL HANDLING	PROCESSING OPERATION	DISPOSITION		
			FORWARDS	DESTROYS	FILES
1 1	Sub Unit T/C Records Unit extracts necessary information	Prepared	1	1	
<p>This form is used by Sub Unit Trick Chiefs to make a legible copy of elapsed time on traffic which is kept in rough draft by operators.</p>					

SERVICE PROCEDURE (POINT TO POINT)

1. Point to point servicing is done under the direct supervision of the Chief Operator and involves the central control of all circuits passing traffic from the Pacific Area. The servicing is accomplished over a single conference circuit on a scheduled basis following a set procedure:

a. Slip heading for a string of traffic is handed to service operator by teletype operator. Notations have been made on the slip heading by the teletype operator indicating that all messages in the string are satisfactory or that certain message requires correction or repetition. (Sample heading attached, Exhibit A).

b. All slip headings on traffic from a single source are held at service desk until the scheduled service time. A service message is then prepared from data appearing on slip headings. This data includes messages satisfactorily received and messages requiring corrections or repeats, and is prepared on a service slip. (Exhibit B).

c. Service is transmitted to source concerned and page copy of transmitted service is attached to service slip and all slip headings from which data was obtained. (Exhibit C). This material is filed in live file until service is answered.

d. When answering service is received, reference is made by the source to original service number and the traffic requiring correction is retransmitted.

e. Slip heading is handed to service operator and retransmitted traffic is passed on in normal manner.

f. If answering service is complete, original service is placed in dead file and held for 24 hours after which it is destroyed.

g. If answering service is incomplete, the slip heading is held for next scheduled service.

SERVICE PROCEDURE (RADIO RELAY)

1. Radio relay servicing is accomplished by the Trick Chief of the Radio Relay Sub-Unit. Only two intercept sources are involved, MS-4 Asmara and MS-8 New Delhi. Both of these sources share the same channels to WAR and SSA. Servicing is accomplished on a two-line schedule depending upon radio circuit condition.

2. Servicing is done as follows:

a. Trick Chief periodically inspects log sheets (FD SC-138) and the accompanying check sheet for messages or tapes requiring service.

b. Service is prepared in rough draft and service is transmitted. Page copy of service remains on machine.

c. Serviced traffic is retransmitted by source and handled as original traffic. Entries on log (FD SC-138) and check sheets are completed by teletype operator.

d. Logs and check sheets again periodically checked by Trick Chief and service procedure is repeated.

e. Page copy of services checked by duty officer and destroyed.