

WDGAS 311.5

Accounting Procedure for Packaged Cryptographic Machines

Director of Intelligence

Chief, ASA

11 Sept 47

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Lt. Plank/8029 Ext 462

1. Plans have been made for storing, as War Reserve, 3,400 cryptographic machines in moisture-proof, 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 corrosion during the period of storage.

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.

3. Paragraph 13b (1), AR 380-5, 15 August 1946, states that in making a semiannual 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 in the inclosed study, be approved.

1 Incl

Accounting procedure for
packaged cryptographic
machines, w/3 incls

HEROLD G. HAYES
Colonel, Signal Corps
Chief, Army Security Agency

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ACCOUNTING PROCEDURE FOR PACKAGED CRYPTOGRAPHIC MACHINESPROBLEM

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-proof, 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 that 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 certificates of the officers 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 cubage, weight, courier requirements, etc. but these data may not be required on all cases and could be added at the time of shipment. All such marking, including addressing, is now 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 form be attached to the outside box which would be completed and returned to ASA by the officer who unpacks the machine. The receipt of this form by ASA would reveal whether or not the machine had been properly represented by external markings.

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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 tampering or damage to any unit. The use of a special seal other than regular banding 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--Form No. 1* will be placed inside the carrying case containing the device. Two designated officers will supervise the packaging and be responsible for the correctness of information stenciled on the containers. At this time, each officer will separately transcribe the register number of the device from the nameplate to a copy of Form No. 2*. These separate transcriptions on Form No. 2 will then be compared for accuracy before the cover has been placed on the metal barrier. 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. Form No. 3* will be securely fastened to outside of box at the time of shipment in a waxed envelope. This form will have the correct return address typed in at that time. The waxed envelope will be marked "Open First".

- (1) 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.
- (2) Shipping Box--The short title and register number will be stenciled near the lower left corner on one side of the shipping box.
 - (a) "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.

- (b) "Upright position" will be indicated by arrows on both sides with the arrow heads pointing toward the top and "this side up" stenciled immediately above arrow heads.
- (3) Accounting--On transfer of the packaged units from one custodian to another, the consolidated War Department Form Number 34 will list the units as "Packaged SHABA, register numbers, 1, 2, 3, 4, and etc.," as may be applicable. Form No. 2, upon completion, will be filed in the records of WDGAS-82 until such time as Form No. 3 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.

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

3 Incls

1. Sample of Form No. 1
2. Sample of Form No. 2
3. Sample of Form No. 3

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

NOTICE

**THIS DEVICE MUST BE LUBRICATED AND GREASED IN
ACCORDANCE WITH MAINTENANCE INSTRUCTIONS BEFORE
IT IS USED.**

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 _____

Short Title _____

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.

(S)
(Signature) _____

(Name typed) _____

(Rank & Org) _____

NOTICE

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

ENTER THE SHORT TITLE OF DEVICE _____

**ENTER THE NUMBER SHOWN ON NAMEPLATE OF THE MACHINE
REGISTER NUMBER _____**

**ENTER THE NUMBER SHOWN ON COVER OF METAL BARRIER
REGISTER NUMBER _____**

SIGN CARD AND RETURN TO:

(Signature with rank & organization)

FORM NO. 3

