

NSA REGULATION
NUMBER 121-4

15 March 1955

EFFECTIVE UNTIL 1 APRIL 1956 UNLESS SOONER
RESCINDED OR SUPERSEDED

NATIONAL SECURITY AGENCY PROPERTY PASS SYSTEM

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SECTION I - SUPERSESSSION

This Regulation supersedes NSA Regulation number 121-4, dated 27 January 1954.

SECTION II - GENERAL

This Regulation prescribes the property pass system for NSA installations at Arlington Hall Station, the Naval Security Station, NSA School, and the NSA interim site at Fort Meade which will become effective on 1 April 1955. It applies to all personnel having access to NSA Spaces. Removal or transfer of property or material from, within, or between any of these four locations will be accomplished in accordance with the provisions of this Regulation.

SECTION III - REQUIREMENTS

1. Property Passes are required for the following in the case of civilian and military personnel:

- a. Classified documents
- b. Government owned property
- c. Any carrying device which conceals its contents from the gate guard, i.e., brief case, envelopes, etc.
- d. Personal property or unclassified documents which cannot be readily and unmistakably identified as such by the gate guard.

2. Personnel desiring to remove materials listed in paragraph 1, above, who do not have quarterly property passes or who do not have

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access to messenger badges must procure one-time property passes. Under no circumstances will civilian or military personnel having messenger badges, quarterly, or one-time property passes remove material or property for individuals who do not have them. Disciplinary action will be taken against individuals violating this instruction.

3. Classified material may be carried out of NSA installations, when necessary for use as reference material in conferences and meetings, only with the express permission of individuals accountable for such material. Under no circumstances may classified material be retained over night in an individual's home or other place where adequate stowage facilities are not available.

4. A messenger badge or property pass is not required for property being removed by civilian and military personnel which can be readily recognized as personal property, such as:

- a. Lunch boxes and lunches
- b. Unwrapped or otherwise exposed clothing
- c. Special Services library books
- d. Periodicals and newspapers
- e. Small purses
- f. Small Post Exchange and Ship Service purchases

5. Any person obtaining a one-time property pass is responsible for surrendering the pass to the sentries stationed at the gates (vehicular or pedestrian). If, for any reason, the pass is not used, it must be returned to the activity from which the pass was issued.

6. Search of any person, property, or vehicle to insure compliance with this regulation may be conducted when ordered by installation commander.

7. No person, other than the installation commander or his designated representative, is authorized to issue property passes for the following listed material to be brought on or to leave an installation:

- a. Firearms or ammunition
- b. Explosive devices of any type including pyrotechnics
- c. Cameras or unprocessed film

- d. Radios or television sets
- e. Alcoholic beverages or narcotics.

SECTION IV - TYPES OF BADGES AND PASSES

1. NSA Messenger Badge.

a. NSA messenger badges are issued to Chiefs of Staff Divisions and Offices in sufficient quantity to meet the operational need. They are to be used by messengers within the confines of the four locations and between them when necessary in performance of official duties. The wearer of the messenger badge may carry property or printed material on or off the station or location, and in and out of the respective compounds therein, without inspection.

b. The responsible official will issue the messenger badge on a one-time basis as the need arises. He will not allow the badge to remain in another person's custody when not in official use. Messenger badges are not to be removed from their locations for use of individuals desiring to remove property or material at the end of the work day.

c. During non-duty hours, minimum storage requirements for the messenger badge will be the same as prescribed for CONFIDENTIAL material. A record of the physical location of each badge will be maintained by each responsible official and a monthly accounting by D/F (RCS-246) made to the Chief, Security Division.

2. NSA One-time Property Passes.

a. NSA one-time property passes are issued to Chiefs of Staff Divisions and Offices in sufficient quantity to meet the operational need. They are to be used by individuals having an immediate and one time need to remove property or material when the use of the NSA messenger badge is not feasible. Passes are issued by the Chief of the Staff Division or Office concerned, or his designated representative and are valid only on the date and at the approximate time specified thereon.

b. One-time property passes will be logged out on NSA Form G2448 at the time of the issuance. All entries on the one-time property pass and the log (NSA Form G2448) will be completed. Chiefs of Staff Divisions or Offices will be required to acknowledge receipt of the serial numbered one-time property passes and will be held accountable for same. During non-duty hours, minimum storage requirements will be the same as prescribed for CONFIDENTIAL material. One-time property passes can be requisitioned by D/F

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(RCS-246) from Chief, Security Division.

c. A list of the names of persons designated to represent the Chief of a Staff Division or Office for the issuing of one-time property passes will be maintained by the Chief, Security Division, and additions or deletions will be approved by him.

3. NSA Quarterly Property Passes.

a. NSA Quarterly property passes are issued to personnel only upon receipt by the Chief, Security Division, of a written request (RCS 364) from the Chief of the Staff Division or Office concerned and a careful review of the "need-to-have." These passes will be returned to the Chief, Security Division upon termination of the "need-to-have." Each request approved shall be in effect for a maximum of three months and shall be subject to cancellation unless continued justification is forwarded by responsible individuals. Each request for issue will contain the following information:

- (1) Name of individual and GS rating (if military, rate or grade)
- (2) NSA badge number
- (3) NSA organizational segment (or consumer department, bureau, or agency)
- (4) Justification
- (5) Highest classification of property or material to be handled

b. It is the responsibility of the individual concerned to pick up his quarterly property pass from Room 1036, "B" Building at Arlington Hall Station; from Room 112, Building 17 at Naval Security Station; Room 2035, "R" Building at the NSA School and Barracks No. 4, Interim Site, Fort Meade, on the first working day of each quarter, or on the last day of the previous quarter if the first falls on Sunday or a holiday.

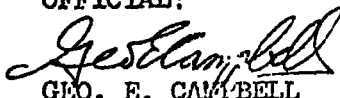
SECTION V - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Security Division.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

JOHN B ACKERMAN
Major General, US Air Force
Chief of Staff

OFFICIAL:



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