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ICS-CIO INFORMATION LETTER

MARCH 1959

FOR INFORMATION ONLY

INTERAGENCY COMMUNICATION DIVISION
P. O. BOX 506
FRONT ROYAL, VIRGINIA

COPY NO. 70

~~REGRADE CONFIDENTIAL~~
~~AFTER 16 MARCH 1982.~~

Declassified and Approved for Release
by NSA on 09-10-2012 pursuant to E.O.
13526, FOIA Case # 68302

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INTERAGENCY COMMUNICATION DIVISION
P. O. Box 506
Front Royal, Virginia

SIGCA-12

16 March 1959

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1. The ICS-CIO Information Letter series is prepared as a means of providing information and guidance to those agencies in the Interagency Communication System dealing with Cryptologic matters.

2. The Information Letter series will be classified SECRET, however, unclassified items of information will be included and so marked. Items of interest may be extracted although classified items will be handled in accordance with current security instructions.

Simon A. Stricklen
SIMON A. STRICKLEN
Lt Colonel, Signal Corps
Chief

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ITEM #1 (UNCLASSIFIED)DESTRUCTION OR TRANSFER OF CURRENT CRYPTOMATTER

Cryptocustodians are requested to contact the Cryptographic Issue Office prior to destroying any current cryptomaterial, or transferring same either laterally to another cryptocustodian or to the ICS-CIO. This request is generated in the interest of maintaining adequate cryptomaterial in the user's hands and of eliminating unnecessary handling of material and change in requirements for material.

ITEM #2 (CONFIDENTIAL)NSA MESSAGE CORRECTION NUMBER 1 TO KAO-49/TSEC (U)

The following NSA Message Correction to KAO-49/TSEC was disseminated to all agency custodians as ICS-CIO Letter Number 1, dated 25 February 1959:

"a. NSA Message Correction Number 1 to KAO-49, effective upon receipt. The following correction should be made in all copies of KAO-49:

Page 55, Para 4306E (2) (B): Delete "up to the reading received from" and enter "to a number one higher than the reading received from".

b. After the correction has been entered, note on the record of correction page that NSA message correction number 1 has been entered."

ITEM #3 (UNCLASSIFIED)MONTHLY ENCRYPTED TRAFFIC REPORTS

All cryptocustodians are reminded that a monthly Encrypted Traffic Report is required by the National Security Agency regarding OUTGOING encrypted traffic as outlined in KAG-8B, paragraph 2007. The report should be prepared in triplicate with the original copy forwarded

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direct to NSA, a duplicate copy forwarded to ICS-CIO and a file copy retained by the custodian. If no traffic is encrypted a NEGATIVE report must be submitted.

Forms for the above report will be furnished upon request by ICS-CIO.

ITEM #4 (UNCLASSIFIED)SIGNATURE REQUIREMENTS - DA FORM 223 AND FLYLEAF RECEIPTS

Reports of Cryptomaterial, DA Form 223, covering reports of destruction and quarterly possessions, and Flyleaf Receipts are in some instances being received without the signature of a witnessing officer.

Persons officiating in the capacity of witnessing officer should be cleared for access to the highest classification of the material that will be viewed. In the event a properly cleared individual is not available and an uncleared individual is utilized, this individual will confine his inspection of the material to the cover page of the document, (i.e., short title and register number).

Under extenuating circumstances, when no witnessing officer is available, the custodian may execute the reports and enter the statement "NO WITNESSING INDIVIDUAL AVAILABLE" in the REMARKS column.

All pages of the report will be signed and those not properly prepared will of necessity be returned for correction.

ITEM #5 (UNCLASSIFIED)SIGNATURE OF COURIER RECEIPTS, DA FORM 1965

Custodians are urged to designate a Responsible Agency Official or a person in a responsible supervisory position to sign courier receipts (DA Form 1965) at the point of delivery covering cryptographic material in the absence of the designated custodian. Such material may be delivered by maintenance personnel or other representatives of this headquarters. Designated personnel receiving material will afford secure storage of such items and notify the custodian as soon as practicable.

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The above procedure does not preclude the necessity of the appointed custodian signature on the TRANSFER OF CRYPTOGRAPHIC MATERIAL (USACA-SC Form 94) that is inclosed with the material itself. This form will be signed by the custodian and returned by mail to the ICS-CIO as quickly as possible.

ITEM #6 ~~(SECRET)~~EMERGENCY MAILING ADDRESSES OF RELOCATION SITES

In order that the ICS Cryptographic Issue Office may complete plans for the emergency distribution of cryptomaterial, it is requested that each agency receiving cryptomaterial from the ICS-CIO furnish a complete emergency mailing address of their relocation site. These addresses, as furnished, will be maintained in a separate file from the normal mailing records, and will be used only in a national emergency or at the direction of the agency concerned.

ITEM #7 ~~(CONFIDENTIAL)~~OBSOLETE MAINTENANCE MANUALS

Maintenance manuals AFSAG-1255 and AFSAG-1255-1, entitled Repair and Maintenance Instructions for AFSAM-9 Equipment, are now obsolete within the Interagency Communication System and are authorized for destruction. Repair and maintenance instructions covering the current KW-9 equipment is contained in maintenance manual KAM-10/TSEC.

These obsolete manuals are to be destroyed and report of destruction forwarded to this office. Prior to burning, bound documents should have the binding removed and pages separated to insure complete destruction.

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ITEM #8 - (SECRET) -

STATUS OF PUBLICATIONS

PUBLICATION SHORT TITLE	APRIL	MAY	JUNE
KAK-491	AR	AS	AT
KAK-519	AU	AV	AW
KAA-24	TABLE #5 UNTIL FURTHER NOTICE		
AGENCY TELEPHONE CODE LISTING SERIES "C" DTD 15 APR 58	UNTIL FURTHER NOTICE		

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