

SPSIS 311.5 CM HEADQUARTERS ARLINGTON HALL STATION SPSIS-2
Office of the Commanding Officer
Arlington, Virginia.

10 January 1944

Subject: Safeguarding Military Information

To: All Officers, Arlington Hall Station

1. Concern has been expressed over the apparent lack of security-mindedness on the part of both military and civilian personnel in War Department installations. Persons in uniform are accepted as accredited personnel without being required to present credentials and without having their credentials carefully scrutinized. Guard forces have been found to be lax in some installations. Classified information is divulged to unauthorized persons.

2. Information can be properly safeguarded only by constant and continuous vigilance on the part of all personnel. The need for security must be understood by all concerned; discretion must be used and extreme care exercised before permitting anyone to have access to or before divulging classified information to anyone making such request. Under no circumstances should classified information be revealed to anyone unless their credentials have been carefully scrutinized and have been found to be valid. Credentials can be forged and uniforms can be purchased. Telephonic requests that information be made accessible to someone acting on behalf of the calling party are worthless unless the receiving party can positively identify the voice of the calling party and unless the courier bears proper credentials.

3. Nothing short of eternal and untiring effort on the part of all personnel will insure the security necessary to the conduct of this Post. All officers will enforce security as a personal responsibility and will see that provisions of AR 380-5 are rigidly adhered to.

W. Preston Corderman
W. Preston Corderman,
Colonel, Signal Corps,
Commanding.