

22 November 1944

MEMORANDUM NO. 54.

Subject: Official Publications.

To : All Organizations and Units, Arlington Hall Station.

The following information is furnished for guidance in the use of official publications at this station:

a. The attached chart (Inclosure 1) lists the type of publication, together with general purpose of each, the headquarters, the authority, and the authenticating office.

b. These publications are the only recognized official medium for dissemination of information and instructions over the signature of the Commanding Officer.

c. All information or instructions falling in the categories indicated in Inclosure 1, which it is desired to have produced and released as official publications, will be forwarded to the authenticating office indicated.

d. There is also attached a list of standard distributions (Inclosure 2) which are indicated on official publications with the proper designations, such as Distribution "A" and "B". When it is desired to furnish information to individuals other than those listed in the standard distributions, such distribution should be so indicated at the time the information to appear in the publication is forwarded to the authenticating office. Distribution of publications bearing standard distributions will be accomplished by the Post Publications Officer.

e. The authenticating office will maintain official files of the publications listed in Inclosure 1.

f. It is suggested that standard distributions be set up within each branch and organization indicated on the inclosed standard distribution lists in order that complete and consistent distributions may be maintained.

g. Amendments to standard distributions will be publicized in Headquarters Bulletins.

h. Memorandum No. 22, this headquarters, dated 2 August 1944, and other instructions in conflict with information contained herein, are rescinded.

By order of Colonel Collins:

Thurman R. Hamman
 Thurman R. Hamman,
 Captain, Signal Corps,
 Adjutant.

2 Incls:
 Incl. 1-Chart of Publications.
 Incl. 2-Distribution Lists.

DISTRIBUTION "B"

~~CONFIDENTIAL~~

Official Publications

<u>Type</u>	<u>Purpose</u>	<u>Headquarters</u>	<u>Authority</u>	<u>Authenticating Office</u>
Office Orders	Publication of orders concerning assignment of Signal Security Agency Personnel	SSA	Commanding Officer	OIC, Officer Personnel Section
Operating Instructions	A medium for dissemination of technical information and instructions to the operating branches and activities of SSA	SSA	Commanding Officer	Assistant Commandant
Numbered Memoranda	States matters of administrative policy of a continuing nature.	AHS	Commanding Officer	Adjutant, AHS
Unnumbered Memoranda	States matters of a current Administrative nature or of one-time application.	AHS	Commanding Officer	Adjutant, AHS
Numbered Headquarters Bulletin	Includes items of information on current station events, such as schedules of training films, opening of new station facilities and current programs such as War Bonds, Conservation.	AHS	Commanding Officer	Adjutant, AHS
Special Orders	Concerns such items as travel, leave and special duties of military personnel.	AHS	Commanding Officer	Adjutant, AHS
Letter Orders	Concerns such items as travel and special duties of civilian personnel.	AHS	Commanding Officer	Adjutant, AHS
Special Court-martial Orders	Announces final action of special courts-martial.	AHS	Commanding Officer	Adjutant, AHS

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<u>Type</u>	<u>Purpose</u>	<u>Headquarters</u>	<u>Authority</u>	<u>Authenticating Office</u>
Post Regulations	Compilation of all regulations and standing orders concerning Post activities	AHS	Commanding Officer	Adjutant, AHS
Special Orders	Includes data concerning transfer, promotion, awards, and discharges of enlisted personnel and special officer personnel with the battalion.	2nd Sig. Serv. Bn.	Commanding Officer	Adjutant, Battalion
Assignment and Transfer Memo.	Assignment of enlisted personnel between companies and/or branches at Arlington Hall Station.	2nd Sig. Serv. Bn.	Commanding Officer	Asst. Adj. of the Battalion
Daily Bulletin	Includes items of current information such as Battalion events, duty officer assignments, extracts of current regulations and recreational and news events, for enlisted personnel.	2nd Sig. Serv. Bn.	Commanding Officer	Asst. Adj. of the Battalion

HEADQUARTERS ARLINGTON HALL STATION

DISTRIBUTIONS

23 October 1944

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DISTRIBUTION "A"

FOR: Administrative Officer
 CO of Troops
 Chiefs of all Divisions and Branches

Commanding Officer	(IS-1)	1
Control Officer	(IS-1A)	1
Fiscal Officer	(IS-1B)	1
Administrative Officer	(IS-2)	1
Post Adjutant	(IS-2)	2
Adjutant, 2nd Signal Service Battalion	(IS-6)	1
Chief, Personnel and Training Division	(IS-4)	1
Chief, Operating Services Division	(IS-5)	1
Chief, Security Division	(IS-8)	1
Chief, Intelligence Division	(IS-9)	1
Chief, Personnel Branch	(IS-4A)	1
Chief, Training Branch	(IS-4B)	1
Chief, Communications Branch	(IE)	1
Chief, Laboratory Branch	(ID)	1
Chief, Machine Branch	(IN)	1
Chief, Supply Branch	(IS-5A)	1
Chief, Protective Security Branch	(AP)	1
Chief, Cryptographic Branch	(IC)	1
Chief, Development Branch	(IF)	1
Chief, Language Branch	(IB-1)	1
Chief, Military Cryptanalytic Branch	(IB-2)	1
Chief, General Cryptanalytic Branch	(IB-3)	1
Chief, T/A and Control Branch	(IB-4)	1
Chief, Information and Liaison Branch	(IR)	1
General Files		1
Post Publications Officer (Reserve)		5
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	TOTAL	31

(Revised 23 Oct 44)

FOR: All Organizations and Units.

Commanding Officer	(IS-1)	1
Director of Communications Research	(IS-3)	1
Control Officer	(IS-1A)	1
Fiscal Officer	(IS-1B)	1
Administrative Officer	(IS-2)	2
Post Adjutant	(IS-2)	1
Assistant Post Adjutant	(IS-2)	1
Adjutant, 2nd Signal Service Battalion	(IS-6)	12
Chief, Personnel and Training Division	(IS-4)	1
Chief, Operating Services Division	(IS-5)	1
Chief, Security Division	(IS-8)	1
Chief, Intelligence Division	(IS-9)	1
Chief, Personnel Branch	(IS-4A)	7
Chief, Training Branch	(IS-4B)	7
Chief, Communications Branch	(IE)	4
Chief, Laboratory Branch	(ID)	1
Chief, Machine Branch	(IN)	12
Chief, Supply Branch	(IS-5A)	4
Chief, Protective Security Branch	(AP)	3
Chief, Cryptographic Branch	(IC)	10
Chief, Development Branch	(IF)	3
Chief, Language Branch	(IB-I)	7
Chief, Military Cryptanalytic Branch	(IB-II)	10
Chief, General Cryptanalytic Branch	(IB-III)	12
Chief, T/A and Control Branch	(IB-IV)	4
Chief, Information and Liaison Branch	(IR)	7
Cafeteria Officer		1
Chaplain		1
Custodial Officer		1
Exchange Officer		1
Intelligence Officer		1
Assistant Intelligence Officer		1
Legal Assistance Officer		1
Medical Officer		1
Motor Pool Officer		1
Post Engineer		1
Post Personnel Officer		1
Provost Marshal		1
Signal Officer		1
Transportation Officer		1
Bulletin Board, Headquarters Building		1
Bulletin Board, A Building		1
Bulletin Board, B Building		1
General Files		1
Post Publications Officer (Reserve)		7
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	TOTAL	140

(Revised 23 Oct 44)

DISTRIBUTION "C" *

FOR: All Officer Personnel

Commanding Officer	(IS-1)	1
Assistant Commandant	(IS-1)	1
Control Officer	(IS-1A)	2
Fiscal Officer	(IS-1B)	1
Administrative Officer	(IS-2)	2
Post Adjutant	(IS-2)	2
Assistant Post Adjutant	(IS-2)	1
Adjutant, 2nd Signal Service Battalion	(IS-6)	12
Chief, Personnel and Training Division	(IS-4)	1
Chief, Operating Services Division	(IS-5)	1
Chief, Security Division	(IS-8)	1
Chief, Intelligence Division	(IS-9)	1
Chief, Personnel Branch	(IS-4A)	7
Chief, Training Branch	(IS-4B)	7
Chief, Communications Branch	(IE)	10
Chief, Laboratory Branch	(ID)	1
Chief, Machine Branch	(IN)	12
Chief, Supply Branch	(IS-5A)	4
Chief, Protective Security Branch	(AP)	3
Chief, Cryptographic Branch	(IC)	25
Chief, Development Branch	(IF)	3
Chief, Language Branch	(IB-1)	20
Chief, Military Cryptanalytic Branch	(IB-2)	15
Chief, General Cryptanalytic Branch	(IB-3)	12
Chief, T/A and Control Branch	(IB-4)	10
Chief, Information and Liaison Branch	(IR)	7
Cafeteria Officer		1
Chaplain		1
Custodial Officer		1
Exchange Officer		1
Intelligence Officer		1
Assistant Intelligence Officer		1
Legal Assistance Officer		1
Medical Officer		1
Motor Pool Officer		1
Post Engineer		1
Provost Marshal		1
Post Personnel Officer		1
Signal Officer		1
Transportation Officer		1
Bulletin Board, Headquarters Building		1
Bulletin Board, A Building		1
Bulletin Board, B Building		1
O/C Officer Personnel Unit		1
General Files		1
Post Publications Officer (Reserve)		19
	TOTAL	<hr/> 200

* Based on Distribution "B" plus approximate 25% coverage of officer personnel assigned to 2nd Signal Service Battalion and operating branches.

(Revised 23 Oct 44)

FOR: All Civilian Personnel

Office of the Commanding Officer	(IS-1)	1
Director of Communications Research	(IS-3)	1
Control Officer	(IS-1A)	2
Fiscal Officer	(IS-1B)	2
Administrative Officer	(IS-2)	2
Post Adjutant	(IS-2)	2
Assistant Post Adjutant	(IS-2)	1
Adjutant, 2nd Signal Service Battalion	(IS-6)	0
Chief, Personnel and Training Division	(IS-4)	1
Chief, Operating Services Division	(IS-5)	1
Chief, Security Division	(IS-8)	1
Chief, Intelligence Division	(IS-9)	1
Chief, Personnel Branch	(IS-4A)	15
Chief, Training Branch	(IS-4B)	15
Chief, Communications Branch	(IE)	10
Chief, Machine Branch	(IN)	70
Chief, Supply Branch	(IS-5A)	5
Chief, Protective Security Branch	(AP)	3
Chief, Cryptographic Branch	(IC)	70
Chief, Development Branch	(IF)	3
Chief, Language Branch	(IB-1)	20
Chief, Military Cryptanalytic Branch	(IB-2)	125
Chief, General Cryptanalytic Branch	(IB-3)	70
Chief, T/A and Control Branch	(IB-4)	60
Chief, Information and Liaison Branch	(IR)	10
Cafeteria Officer		5
Custodial Officer		10
Exchange Officer		2
Intelligence Officer		1
Assistant Intelligence Officer		1
Legal Assistance Officer		1
Post Engineer		1
Post Personnel Officer		1
Provost Marshal		1
Signal Officer		1
Transportation Officer		1
Bulletin Board, Headquarters Building		1
Bulletin Board, A Building		1
Bulletin Board, B Building		1
General Files		1
Post Publications Officer (Reserve)		20
TOTAL		540

*Based on Distribution "B" plus approximate 10% coverage of civilian personnel assigned to Arlington Hall Station and the operating branches.

(Revised 23 Oct 44)

FOR: All Military and Civilian Personnel

Commanding Officer	(IS-1)	1
Assistant Commandant	(IS-1)	1
Director of Communications Research	(IS-3)	1
Control Officer	(IS-1A)	2
Fiscal Officer	(IS-1B)	2
Administrative	(IS-2)	2
Post Adjutant	(IS-2)	2
Assistant Post Adjutant	(IS-2)	2
Adjutant, 2nd Signal Service Battalion	(IS-6)	35
Chief, Personnel and Training Division	(IS-4)	1
Chief, Operating Services Division	(IS-5)	1
Chief, Security Division	(IS-8)	1
Chief, Intelligence Division	(IS-9)	1
Chief, Personnel Branch	(IS-4A)	20
Chief, Training Branch	(IS-4B)	20
Chief, Communications Branch	(IE)	15
Chief, Laboratory Branch	(ID)	1
Chief, Machine Branch	(IN)	75
Chief, Supply Branch	(IS-5A)	10
Chief, Protective Security Branch	(AP)	5
Chief, Cryptographic Branch	(IC)	80
Chief, Development Branch	(IF)	5
Chief, Language Branch	(IB-1)	30
Chief, Military Cryptanalytic Branch	(IB-2)	130
Chief, General Cryptanalytic Branch	(IB-3)	75
Chief, T/A and Control Branch	(IB-4)	65
Chief, Information and Liaison Branch	(IR)	15
Cafeteria Officer		5
Chaplain		1
Custodial Officer		10
Exchange Officer		2
Intelligence Officer		1
Assistant Intelligence Officer		1
Legal Assistance Officer		1
Medical Officer		1
Motor Pool Officer		1
Post Engineer		1
Post Personnel Officer		1
Provost Marshal		1
Signal Officer		1
Transportation Officer		1
Bulletin Board, Headquarters Building		1
Bulletin Board, A Building		1
Bulletin Board, B Building		1
O/C Officer Personnel Section		1
General Files		1
Post Publications Officer (Reserve)		19
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	TOTAL	650

* Based on approximate combination
of Distribution "C" and "D".