



CONTROL OF CRYPTOMATERIAL

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(This instruction book has been prepared under the supervision of the Commandant, US Army Signal School. It is provided for nonresident instruction conducted by the US Army Signal School. It reflects the current thought of this school and conforms to printed Department of the Army doctrine as closely as possible. Development and progress render such doctrine continuously subject to change.)

CONTROL OF CRYPTOMATERIAL

1. PURPOSE

This booklet outlines the policy related to the basic procedures within the Department of the Army for inventory control of cryptomaterial.

2. SCOPE

This booklet pertains to the inventory control, requisition, distribution, and accounting for cryptomaterial. Procedures contained herein will be followed by field offices of record and issue and using units throughout the Army in the handling of all types of communications security material. (Regulations prescribing policies and procedures for the safeguarding of cryptomatter within the Department of the Army are contained in AR 380-40.) Specifically these regulations prescribe--

a. Procedures for requisitioning, accounting, and inventory control of cryptomaterial.

b. Direction and guidance for field offices of record and issue, and using units, of cryptomaterial.

c. The forms for requisitioning, accounting, and control of cryptomaterial. The appendix contains detailed guidance for use of these forms under various situations.

3. DEFINITIONS

For the purpose of these regulations the following definitions apply:

a. Administrative Crypto-Account. An account which is established for holders of cryptodocuments which will be used for reference purposes only, and is not operational in nature.

b. Communications Security (COMSEC). The protection resulting from all measures designed to deny to unauthorized persons information of value which might be derived from the possession and study of communications, or to mislead unauthorized persons in their interpretation of the results of such a study. Communications security includes transmission security, cryptosecurity, and physical security of cryptomatter.

c. Central Office of Record. The primary activity at department or national level charged with maintaining positive and continuing control over all classified cryptomaterial received or produced by that department or agency. The Communications Security Directorate, US Army Strategic Communications Command (USASCC) is the activity designated as the central office or record for the Department of the Army.

d. Command Issuing Office (CIO). An organization specifically authorized to provide cryptologic support to a specific command or area.

e. COMSEC Regional Issuing Office (CRIO). Activities established at designated CONUS Signal depots to provide cryptologic support to specified regions within the Army.

f. Crypto-Account. An account maintained by an authorized holder of cryptomaterial for which periodic accounting is required.

g. Crypto-Information. Knowledge or facts pertaining to cryptographic and crypto-analytic processes, methods, equipment, etc.

h. Cryptologic Support. The functions of obtaining cryptomaterial from source of supply, distribution, storage, maintenance, inventory control, and accounting.

i. Cryptomaterial. All material, including documents, devices, and/or equipment or apparatus essential to the encryption, decryption, or authentication of electrical communications.

j. Cryptomatter. A combining term which includes both cryptomaterial and crypto-information.

k. Distribution Authority (DISTR). An activity established by the responsible commander to provide cryptologic support as necessary and appropriate to designated organizations.

l. Field Army Issuing Office (FAIO). An organization, organic to the field army, capable of providing cryptologic support for that army.

m. Nonregistered (NR). When applied to cryptomaterial indicates that such material does not require crypto-accounting to the office of record and issue beyond initial receipt. (Property accountability is required for equipment in accordance with AR 735-35.)

n. Nonregistered Accountable (NRA). When applied to cryptomaterial indicates that such cryptomaterial must be accounted for periodically to the office of record and issue, either by the serial or copy number affixed thereon, or by quantity only.

o. Office of Record and Issue. An organization authorized to distribute and be responsible for accounting control of cryptomaterial.

p. Registered. When applied to cryptomaterial, indicates that such material bears a register number and must be accounted for periodically to the office of record and issue.

q. Witnessing Officer. An individual other than the accountable officer, who witnesses the inventory, or destruction, of cryptomaterial; normally an officer or warrant officer.

4. SENSITIVITY OF CRYPTOMATTER

Cryptomatter is considered sensitive because of the need-to-protect classified defense information encrypted in any given cryptosystem and to safeguard Department of Defense cryptoprinciples against exploitation. Control over classified cryptomatter from the instant it is produced until it is

properly disposed of is a paramount necessity, hence procedures for safeguarding and accounting must be established and followed in detail. While it is essential to preserve a common sense attitude towards security, it is equally essential to recognize the special sensitivity of cryptomatter, and the necessity for strict account control. The attainment of the desired balance between security and operational effectiveness requires intelligent direction by those in responsible positions and constant vigilance in the performance of duty by all subordinates.

5. NEED-TO-KNOW

The sensitivity of cryptomatter dictates that it be made available only to those persons whose official duties require such possession. No person is entitled to knowledge or possession of or access to cryptomatter solely because of his office, position, or security clearance.

6. RESPONSIBILITIES

The Commanding Officer, USASCC has been designated to act for the Department of the Army in matters pertaining to cryptologic support, and specific responsibilities are contained in AR 10-128. The commander of a major command or area will establish a cryptologic support facility adequate to meet his requirements. He is responsible for maintaining a proper organization to operate the activity, for adequate manning of the organization, and for providing secure and adequately equipped facilities for its operation.

7. ECHELONS OF CRYPTOLOGISTIC SUPPORT

a. Department of the Army. USASCC is the principal cryptologic support agency and the central office of record for cryptomaterial accounting.

b. Major Commands. A CIO provides cryptologic support to elements within the theater or area of support responsibility.

(1) This organization is established when required by the theater commander in close coordination with the USASCC to provide cryptologic support to the theater.

(2) A CIO is accountable to USASCC for all material issued to the organization, as well as that material provided supported units, when cryptomaterial accounting is required. All organizations served by a CIO are accountable to the CIO for such cryptomaterial.

c. Field Army. A FAIO may be established at field army level to provide cryptologic support to all elements of the field army. Distribution authorities may be established by the Army commander at lower echelons as required.

d. Continental United States. COMSEC regional issuing offices may be established to provide cryptologic support to specified regional areas. Distribution authorities may be established within Zone of Interior armies or command areas to provide cryptologic support within the Army or command area.

8. FUNCTIONS OF CRYPTOLOGISTIC SUPPORT

The functions of cryptologic support are procurement, storage, allocation, distribution, maintenance, inventory control, accounting, and inspection. To some extent these functions are present at all echelons where cryptomaterial is used or supplied. The scope of these functions is substantially as follows:

a. Procurement. As used in these regulations, procurement embraces the requisitioning and receipt of cryptomaterial based on current and anticipated needs.

b. Storage. Cryptomaterial storage includes receiving, checking, and observing the physical security requirements on handling of the material as prescribed by AR 380-40.

c. Allocation. The process of assigning specific types and amounts of cryptomaterial to using organizations. Three factors considered during the allocation process are--

- (1) Cryptomaterial availability. Cipher machines, devices, instructional documents, and keying material which are authorized for use and available for issue, and certain material received from the Departments of the Navy and Air Force, nonmilitary organizations, and allied nations.
- (2) Communication characteristics. These include the method of transmission, the type and volume of traffic, and the speed, reliability, and security desired by the commander.
- (3) Cryptoneeting. The assignment of identical systems to organizations requiring secure intercommunication.

d. Distribution. The assembling, packaging, and shipping of cryptomaterial. Security requirements for packaging and transporting are contained in AR 380-40.

e. Repair and Maintenance. Instructions concerning the repair and maintenance of cryptographic equipment and devices used within the Army are contained in separate regulations. See AR 750-series.

f. Accounting. The maintenance of continuous account control maintained over registered and nonregistered accountable cryptomaterial through the establishment of crypto-accounts and the maintenance of receipt, transfer, possession, and destruction records.

g. Inventory Control. A system of crypto-account control which provides supply, issue, and possession control.

h. Cryptologic Inspection. A duly authorized examination of the adequacy of every phase of cryptologic activity being performed by the installation or unit being inspected.

9. MANNING OF CRYPTOLOGISTIC SUPPORT ORGANIZATIONS

Consistent with the determination of the supported command, as to the size of the organization or area to be served, a cryptologic support organization will perform all functions associated with requisition, receipt, storage, issue, and maintenance of and accounting for cryptomaterial. The size of the cryptologic support organization required will be dependent upon workload. While a CIO serving a major theater might find it necessary to employ three or four officers to staff the cryptologic support organization, a small distributing authority may be able to perform these functions efficiently with a staff of one or two officers. Similarly, the number of enlisted or civilian personnel required for operations is dependent upon the workload. In addition to operations personnel, administrative personnel are assigned as required to perform purely administrative functions such as organization supply, maintenance of data for and the preparation of time, attendance, budget, and fiscal reports. Preferably, officers experienced in cryptologic support operations should be placed in charge of cryptologic support facilities. All key supervisory personnel should have cryptologic support operations experience, and be properly cleared in accordance with AR 604-5, prior to assignment to the cryptologic support organization. Custodians in cryptologic support organizations should have cryptocustodian experience and must be appointed on orders in accordance with paragraph 13. Commanders should bear in mind that undermanning of a cryptologic support facility, or manning with inexperienced personnel, is not only a serious threat to the security of communications and cryptomaterial, but may jeopardize the mission and operations of the command.

10. SUPERVISORY RESPONSIBILITIES

The signal officer responsible for providing a command with cryptologic support exercises direct control over the cryptologic support organization established within the command.

a. The officer-in-charge of a CRIO, CIO, FAIO, or DISTRA, is under control and supervision of the command signal officer. He will be appointed in accordance with paragraph 13. He is responsible for--

- (1) All aspects of operation of the issuing office.
- (2) The requisition, receipt, storage, allocation, distribution, accounting, and maintenance of cryptomaterial required for the command.
- (3) Advising on cryptologic matters.
- (4) Establishing and maintaining sufficient stocks of cryptomaterial to meet the requirements of supported forces. This includes the forecasting of requirements sufficiently in advance to allow for procurement and issue of the required material.
- (5) Establishing and maintaining liaison with supported commanders in order to keep abreast of changing requirements.
- (6) Contacting all units entering or departing the command to obtain an accounting of cryptomaterial brought into or being taken out of the command; and to provide assistance in cryptologic matters if needed.

- (7) Establishing and implementing requisitioning, distribution, accounting, and maintenance procedures to be followed by units within the command or area in consonance with procedures contained herein; in appropriate cryptopublications; and in accordance with command policy.
- (8) Allocating and providing cryptomaterial to meet requirements of supported units.
- (9) Keeping the office from which material is received advised of changing requirements, and of significant changes in the command or office of record and issue which affects cryptologic operations and support.
- (10) Establishing procedures and providing assistance for opening and closing of crypto-accounts.
- (11) Preparation of all emergency and disaster plans for the cryptologic support facility.
- (12) Establishing and implementing procedures for the clearance, accountability wise, of relieved subordinate cryptocustodians.

b. The cryptocustodian of a CRIO, CIO, FAIO, or DISTRA will be appointed in accordance with paragraph 13. As the cryptocustodian, this officer is the accountable officer for registered and nonregistered accountable cryptomaterial received and held by the office of record and issue. He is responsible for--

- (1) Receiving, checking, receipting for, and the placing in secure storage all cryptomaterial received.
- (2) Accounting for accountable cryptomaterial by maintaining current inventory records (DA Form 2003), documents removed records (DA Form 2004); and hand receipts for cryptomaterial (DA Form 2005); and the submission of possession and destruction reports (DA Form 223) as required.
- (3) Destruction of excess, superseded, or obsolete cryptomaterial as required or directed.
- (4) Maintaining optimum inventory reserves to meet special and contingency requirements.

c. The distribution officer is responsible for all actions involving the distribution and shipment of cryptomaterial including the maintenance of allocation and distribution records (DA Forms 2006 and 2007), shipping records (DA Form 2002), and the preparation of transfer reports (DA Form 223).

d. The accounting officer is responsible for--

- (1) Maintaining accurate and current records of all cryptomaterial received, held, transferred, or destroyed by the office of record and issue.
- (2) Maintaining accurate and current records of all cryptomaterial transferred to, received from, or destroyed by subordinate crypto-accounts.

- (3) Taking action to reconcile discrepancies appearing in reports.
- (4) Preparation of reports of the status of cryptomaterial held by the office of record and issue and subordinate holders for submission to the office from which the cryptomaterial was received.
- (5) Monitoring and auditing accounting records and the clearance of crypto-accounts upon change of cryptocustodians or deactivation of the account.

11. ESTABLISHING A CRYPTO-ACCOUNT

The signal officer responsible for providing the field army command or area with cryptosupport is the principal advisor to that command or area concerning cryptomaterial requirements, availability of materials, for procedures in establishing an account, and requisitioning procedures. The requirements of section II, AR 380-40 will be met, where applicable, before cryptomaterial will be distributed to the requesting organization, in consonance with procedures contained herein.

12. CRYPTO-ACCOUNT NUMBERS

To simplify cryptomaterial accounting and to assist in its control, each organization requiring registered or accountable cryptomaterial will be assigned a crypto-account number. If a unit is redesignated or the mailing address is changed, the office of record and issue will be notified immediately by official correspondence. Units receiving material direct from USASCC will be assigned a crypto-account number by that Agency upon establishment of a crypto-account. Distribution authorities within the continental United States will assign crypto-account numbers to units served by them by adding a suffix to their own crypto-account number. For example, if the crypto-account number of the distribution authority is 000, the holders will be assigned numbers in a series beginning 000-1. A CRIO and CIO will be assigned crypto-account numbers from a master list maintained by the central office of record, USASCC. In addition, a block of crypto-account numbers will be allocated to each CRIO and CIO for assignment to field army issuing officers, distribution authorities, and holders directly supported by the CIO. Field army issuing offices and distribution authorities will also assign account numbers to units serviced by them by adding a suffix number to their own account number. All accounting reports, correspondence, and records pertaining to registered or accountable cryptomaterial will refer to the assigned crypto-account number. If a unit is redesignated, the office of record and issue will be notified promptly.

13. APPOINTMENT OF CRYPTOCUSTODIANS

Prior to the issue of accountable cryptomaterial to an organization, the commander will appoint, on orders, a cryptocustodian and alternate for each crypto-account. (See also par 24a, AR 380-40). A completed DA Form 2012 (Appointment of Cryptocustodian or Alternate) (fig 20), signed by the commanding officer or organization adjutant, will be forwarded to the office of record and issue. The submission of appointing orders is not required with DA Form 2012.

14. RESPONSIBILITIES OF CRYPTOCUSTODIANS

The cryptocustodian is the accountable officer for registered and nonregistered accountable cryptomaterial held by a using unit and is responsible for all functions contained in paragraphs 10a, b, and c so far as they pertain to the mission of the unit.

15. CHANGE IN CRYPTOCUSTODIANS

Whenever a change in the cryptocustodian or alternate is anticipated, information to this effect will be forwarded to the office of record and issue. Except in cases of unforeseen emergencies, notification of anticipated changes will be dispatched by message at least 7 days, or at least 10 days by letter, in advance of any transfer of cryptomaterial. Information required by paragraph 13 will be included in notifications of change of cryptocustodians. The submission of appointing orders is not required with DA Form 2012 (fig 20). Procedures for transfer of cryptomaterial under unusual circumstances are contained in paragraph 25, AR 380-40.

16. INVENTORY AND CLEARANCE OF A CRYPTO-ACCOUNT

Prior to the transfer of cryptomaterial to a new cryptocustodian, a complete physical inventory of cryptomaterial will be accomplished jointly by the respective cryptocustodians. When this is not possible, the provisions of paragraph 25c(4), AR 380-40 apply. (See par 19b regarding nonregistered (NR) cryptomaterial.) The cryptocustodian being relieved will not depart from the organization until the inventory has been completed, the signed transfer report (DA Form 223, (Report of Cryptomaterial)) has been forwarded to the central office of record or the office of record and issue as appropriate, and a clearance of the crypto-account has been received from the central office of record or the office of record and issue as appropriate.

17. ACCOUNTING REPORTS AND RECORDS

a. Reports. The three principal types of accounting reports required for handling cryptomaterial are the transfer, possession, and destruction reports. DA Form 223 (Report of Cryptomaterial) (Reports Control Symbol SIG-138) is a multipurpose report which, when properly executed, functions as any one of these reports. DA Form 223 is distributed through normal publications supply channels. Except for components of major items which should be listed immediately following the major item listing, cryptomaterial will be listed in alphabetical and numerical order on DA Form 223, which will be submitted according to the instructions contained in the appendix. Record copies of all reports will be maintained and filed in chronological order. Debit and credit voucher registers may be maintained for recording cryptomaterial accounting transactions. As an exception, the USASCC will use DA Form 223-1 (RCS SIG-138) in lieu of DA Form 223 for the issue of cryptomaterial.

b. Records. The basic records maintained by accounting activities are the items register and the holder record. The former records the status of registered or accountable cryptomaterial by individual item, from its receipt until its disposition; the latter lists cryptomaterial holdings by unit and gives other pertinent information concerning the crypto-account. Other records designed to enhance the security and accuracy of the cryptologic system are prepared and maintained at various echelons. They include flyleaf receipts,

holders' charts, file of custodian's signatures, etc. Their specific uses are explained in detail in the sections covering operation of the crypto support system.

c. Classification.

- (1) Accounting reports will be classified in accordance with AR 360-40. When classified remarks appear on accounting reports, care will be taken to insure the assignment of the proper classification to such reports.
- (2) Blank forms are unclassified.

18. ACCOUNTING FOR CRYPTOMATERIAL TO OR FROM OTHER THAN ARMY SOURCES

When cryptomaterial is transferred between a United States Army organization and another United States Military service, a United States Government agency, or a military service of an allied government, the initial receipt is normally the only accounting required between the services, agencies, or governments. The receiving service, agency, or government incorporates the cryptomaterial received into its crypto-accounting system. The issuing agency, service, or government drops from accountability any cryptomaterial transferred out of its jurisdiction (situations 19 and 27, app). Reports of compromise of such cryptomaterial will be through the same channels as required for reporting compromises of regularly issued cryptomaterial.

19. ACCOUNTING FOR NONREGISTERED CRYPTOMATERIAL

Certain items of cryptomaterial are issued without a register number. These items are subdivided into two categories, nonregistered accountable (NRA) for which accounting is required, and nonregistered (NR) for which crypto-accounting is not required after initial receipt. Accountability for nonregistered cryptomaterial is determined by the Commanding Officer, USASOC.

a. Nonregistered Accountable (NRA) Cryptomaterial. For reasons of control these items of cryptomaterial require full accounting. Generally these items bear a copy or serial number which is prefixed by the word nonregistered. When issued, these items will be listed on the transfer reports by the abbreviation NRA followed by the copy or serial number contained on the nameplate, if equipment, or printed on the cover, if a document. The NRA items which do not contain identifying copy or serial numbers will be identified on the transfer reports as NRA, but will be listed by quantity only (fig 7). Cryptomaterial designated as NRA required exactly the same accounting as that required for registered cryptomaterial.

b. Nonregistered Cryptomaterial. Nonregistered cryptomaterial which does not require accounting beyond initial receipt, will be identified on the transfer report at the time of issue by the abbreviation NR (nonregistered). In certain cases a number will appear on the cryptomaterial; however, this number will not be entered on crypto-accounting reports. After NR cryptomaterial has been receipted for initially, further accounting to the office of record and issue is not required. Such items will be controlled and accounted for as required by regulations on security and property accountability.

20. RELIEF FROM ACCOUNTABILITY

When accountable cryptomatter has been lost, stolen, or inadvertently destroyed, relief from accountability may be granted only by authority of the Chief, USASA. See section VII, AR 380-40.

21. DISPOSITION OF CRYPTOMATERIAL

a. Excess Cryptomaterial or Inactivation of Crypto-Accounts. Requests for disposition instructions for cryptomaterial will be submitted to the office of record and issue.

b. Transfer of Cryptomaterial Within the Department of the Army. Using organizations desiring to transfer cryptomaterial directly to other using units will effect prior coordination with the appropriate office(s) of record and issue and intended recipient unit(s). The office(s) of record and issue and recipient unit(s) will insure that necessary security prerequisites are met and that the proper transfer of accountability and resupply of cryptomaterial is accomplished.

c. Transfer of Cryptomaterial to Other Elements of the Department of Defense. Cryptomaterial will not be transferred from any element of the Department of the Army to another agency, service, or organization of the Department of Defense without the approval of the Commanding Officer, USASCC, in each specific instance. Request for release and transfers should be addressed to the Commanding Officer, USASCC, for further action.

d. Release of Cryptomaterial Outside the Department of Defense. Where release of cryptomaterial outside of the Department of Defense is concerned the provisions of paragraph 18, AR 380-40 apply.

22. ORGANIZATIONAL MOVEMENT

a. Organizations Other Than Strategic Army Corps (STRAC). When being deployed overseas these organizations will properly pack and return to the office of record and issue, all machines, devices, associated equipment, and general documents which are not TOE cryptomaterial or associated TOE cryptomaterial. Keylists will be destroyed and destruction report submitted to the office of record and issue. An inventory of all TOE cryptomaterial which is to be carried with the organization will be accomplished and a possession report prepared and submitted in accordance with situation 5, appendix, together with a copy of the movement orders for each copy of the possession report. On arrival at the oversea destination the cryptocustodian will contact the appropriate office of record and issue for the purpose of establishing a crypto-account. A possession report will then be prepared and submitted in accordance with situation 11, appendix.

b. STRAC Organizations. STRAC organizations will comply with the above, with the exception that keying material and special purpose cryptomaterial which is unique to the organization may, if required, accompany the units.

c. Organizations Moving Between Oversea Commands. Organizations will accomplish the actions outlined in a above (STRAC units comply with a or b above, as appropriate), with the exception that the possession reports will be prepared and submitted in accordance with situations 6 and 12, appendix.

d. Organizations Participating in Exercises. Exercise plans, maneuver plans, or orders issued by the maneuver director will govern units participating in exercises.

e. Other Organizational Movements. Reporting procedures for the movement of cryptomaterial which are described above will be accomplished in accordance with the appropriate situation number as set forth in the Possession Reports section of appendix.

23. DISPOSITION OF CRYPTOMATERIAL RECORDS

The disposition of cryptomaterial records will be effected in accordance with AR 345-274.

24. REQUISITIONING PROCEDURES

Paragraphs 24 through 28 describe the requisitioning procedures to be employed within the Army for procurement of cryptographic material. All requisitions for cryptographic material will be submitted through the appropriate echelon of cryptologic support (par 7-10).

25. MEANS

a. DA Form 2436 (Cryptomaterial Requisition and Issue/Shipping Document) will be utilized for requisitioning cryptomaterial. This form consists of 7 copies as follows:

- Copy No. 1 Permanent Record Copy
- Copy No. 2 Requestors Advice Copy
- Copy No. 3 Distribution File Copy
- Copy No. 4 Stock Control File Copy
- Copy No. 5 Requirements Suspense Copy
- Copy No. 6 Requestors Suspense Copy
- Copy No. 7 Utility Copy

b. When the request by a using unit is too complex for explanation or clarification on the requisition form, or when a request received by the office of issue requires further justification, explanatory correspondence may be attached to the requisition.

26. PROCEDURES FOR EXECUTION OF FORMS

a. Request for Initial Issue. The local signal officer should be consulted to determine the type of cryptomaterial required, based on communications security requirements, and the appropriate echelon of cryptologic support. After this determination, and after the applicable requirements of sections II and III, AR 380-40, have been met, the appointed cryptocustodian will complete parts 1 through 3 and parts 5 through 10, section I, and columns a, b, and d, section II as applicable, and forward copies 1 through 5 to the appropriate echelon of support. Copies 6 and 7 will be retained by the requestor. Copy 7 may be destroyed by the requestor if not required for records (figs 21 and 22).

b. Request for Additional Material. The cryptocustodian of the activity requiring additional material, or additional copies of existing material, will complete parts 1 through 3 and parts 5 through 10, section I, and columns a, b, d and g, section II, as applicable, and forward copies 1 through 5 to the office of record and issue. Copy 6 will be retained by the requestor and copy 7 will be destroyed if not required as set forth in c below (fig 23).

c. Request for Resupply or Replacement. The cryptocustodian of the activity requiring resupply of one-time systems, key card systems, or other material not issued on a routine basis, or replacements for defective material, will complete parts 1 through 3 and parts 5 through 10, section I, and columns a, b, c, d and g, section II, as applicable, and forward copies 1 through 5 to the office of record and issue. In the event requests for resupply are for point-to-point systems (one-time and key card systems), copy 7 will be forwarded to the distant station as a matter of information. Copy 6 will be retained by the requestor (figs 24, 25, and 26).

d. Classification. DA Form 2436 is unclassified except when information entered thereon requires a security classification. See paragraph 27, AR 380-40.

27. OFFICE OF RECORD AND ISSUE ACTION

Upon receipt of requisition by the office of record and issue, appropriate supply action will be taken, the appropriate portions of sections II and III will be completed and copies 1 through 5 will be distributed as follows:

a. Copy 1--Permanent Record Copy. This copy will be retained by the office of record and issue after all transactions have been annotated thereon.

b. Copy 2--Requestor Advice Copy. This copy will be annotated with supply action, shipment date, voucher number, etc., and returned to the requestor as a matter of information.

c. Copy 3--Distribution File Copy. This copy will be retained by the distribution facility of the office of record and issue as a temporary record, if required.

d. Copy 4--Stock Control File Copy. If appropriate, this copy will be retained by the stock control (allocation) facility of the office of record and issue as a matter of record.

e. Copy 5--Requirements Suspense Copy. This copy will be retained in suspense by the requirements facility of the office of record and issue pending complete processing and return of copy 1, at which time copy 5 will be destroyed.

28. REQUESTS FOR EQUIPMENT

Requests for initial issue or for additional cryptographic equipment will reflect the TA or TOE authorization or the approved class IV Project (AR 105-22), as applicable, in part 9, section I of the requisition form.

29. CRYPTO-ACCOUNT

The organization using cryptomaterial is variously known as a crypto-account, a holder, or a using unit. The source for cryptomaterial for an organization or office will depend on its geographical location and the type and extent of its cryptomaterial needs. The establishment of an account, that is, the procedures which must be followed to qualify for and receive the cryptomaterial necessary to insure communications, will normally begin by contacting the nearest signal office.

30. SOURCES OF CRYPTOMATERIAL

Using units within CONUS will receive cryptomaterial either from USASCC or from the distribution authority established to serve the area or command in which the unit is located. Oversea organizations will receive cryptomaterial from the command issuing office, a field army issuing office, or from a distribution authority. Certain units in oversea areas will receive cryptomaterial directly from the USASCC.

31. USE OF ROTARY LOCKED POUCHES

a. Certain organizations within the continental limits of the United States will receive cryptomaterial through postal service channels by means of a rotary locked pouch. The pouches are secured by means of a special rotary lock, known as a CS lock. The key for this special lock is known by the short title SIGJON.

b. Each SIGJON holder will notify the responsible personnel in the United States Post Office serving the headquarters, post adjutant's office, or mail rooms of the military installation, and any other personnel in the headquarters through whose hands the rotary locked pouch may pass, that all such pouches must be forwarded unopened direct to the officer named in the address on the pouch tag.

c. Pouches will be opened immediately upon receipt. The CS lock number and the CS lock indicator reading will be compared with the number and reading indicated on the Pouch Information Sheet (DA Form 2293) inclosed in the return addressed cloth bag in the pouch. If a discrepancy exists, report in accordance with the effective edition of KAG-1/TSEC (see instructions on the Pouch Information Sheet). If the pouch is not to be used immediately for returning material, and no discrepancy exists, the pouch will be returned to the local post office and the Pouch Information Sheet will be destroyed. The CS lock will be returned to the US Army Strategic Communications Command in the return addressed cloth bag inclosed in the pouch. The pouch will not be used for the shipment of cryptomaterial to organizations other than the office of record and issue, nor will it be used for the transmission of material other than cryptomaterial. Under no circumstances will correspondence or accounting reports, other than those accompanying a shipment, be transmitted by pouch.

32. RESPONSIBILITIES

a. Commander. Commanders receiving cryptomaterial will comply with the contents of these regulations and AR 380-40, particularly with regard to the selection and appointment of cryptocustodians, the provisions of secure storage and working areas, and adherence to prescribed methods for cryptomaterial handling and accounting.

b. Cryptocustodians. The unit cryptocustodian will--

- (1) Maintain the following records:
 - (a) Package receipts file for material shipped by the unit.
 - (b) Cryptomaterial Items Register (DA Form 2011) (fig 15).
 - (c) Accounting reports file in chronological order.
 - (d) Cryptocorrespondence file.
- (2) Prepare the following reports in accordance with instructions contained in the appendix:
 - (a) Transfer reports (DA Form 223) (fig 12).
 - (b) Destruction reports (DA Form 223) (fig 17).
 - (c) Possession reports (DA Form 223) (fig 18).
 - (d) Flyleaf receipts (fig 19).

33. HANDLING AND ACCOUNTING PROCEDURES

a. Receipt of Cryptomaterial. Upon receipt of cryptomaterial, the unit cryptocustodian will--

- (1) Inspect packages and sign package receipt.
- (2) Open packages and carefully check the contents against the inclosed transfer report. Note any special instruction or remarks contained thereon.
- (3) Place cryptomaterial in secure storage.
- (4) Sign original copy of the transfer report and return it to the office of record and issue within 48 hours. (Transfer reports accompanying cryptomaterial which is not issued through regularly established channels will contain specific processing information or reference.)
- (5) Record the receipt on the Cryptomaterial Items Register.
- (6) File copy of the transfer report in the accounting reports file.

b. Transfer of Cryptomaterial. Material to be transferred will be processed as follows:

- (1) Remove material from protective storage.
- (2) Prepare transfer report (suspense copy to be retained until signed report received).
- (3) Properly crate or package material.

- (4) Prepare courier receipt.
- (5) On return of signed receipt, make appropriate notation on items register.
- (6) File returned transfer report.

c. Destruction of Cryptomaterial. See AR 380-40. After the cryptomaterial has been destroyed, but prior to forwarding the destruction reports (original and copy) to the office of record and issue, the cryptocustodian will record the destruction date on the Cryptomaterial Items Register. The third copy of the destruction report will be filed in the accounting reports file.

d. Inventory of Cryptomaterial.

- (1) Units serviced by office of record and issue other than USASCC will accomplish the inventory of cryptomaterial as follows: The cryptocustodian and witnessing officer will--
 - (a) Physically check the inventory against the Cryptomaterial Items Register.
 - (b) Prepare possession reports in quantity required by the appropriate situation number (app).
 - (c) Sign all copies of the possession report and forward the number of copies required by the appropriate situation number (app) to the office of record and issue.
- (2) Units serviced directly by USASCC will be furnished with a preprinted manifold listing (DA Form 223-1) of all accountable material on hand or en route to their crypto-account as of the end of their reporting period. A complete physical inventory will be made and checked against the listing, the report will be signed, and the original and one copy will be returned to USASCC. Where the report consists of multiple pages only the last page will be signed. A file copy of the report will be retained by the unit for inclusion in the accounting reports file. Any transaction (transfers, destruction, etc.) occurring after the reporting period will not be deleted from the report.

e. Flyleaf Receipts. A flyleaf receipt which is included in each change, will be completed whenever a change to a basic publication is made. Crypto-accounts, such as major service schools, may execute DA Form 2010 (Consolidated Flyleaf Receipt) in lieu of individual flyleaf receipt in those instances where the activity holds five or more copies of the publication being changed. If a Consolidated Flyleaf Receipt is executed, the flyleaf receipts contained in the change will be destroyed as residue. Procedures for the execution of individual flyleaf receipts are as follows:

- (1) Enter change in document.
- (2) Fill in record of correction space in basic publication.

- (3) Destroy residue of change and sign all copies of the flyleaf receipt. (The third copy is required only for organizations which are served by USASCC as their office of record and issue. Other organizations will destroy the third copy.)
- (4) Forward required copies of the flyleaf receipt to the office of record and issue.
- (5) File the second copy in the accounting reports file.
- (6) In the event nonregistered accountable (NRA) changes are received minus flyleaf receipt, the destruction of the residue of the change will be reported on the next regular destruction report with a notation in the remarks column to this effect.

f. Change in Cryptocustodian. Whenever a change of cryptocustodians occurs, the old and new cryptocustodians will jointly inventory all accountable cryptomaterial in the same manner prescribed in d above for a regular inventory except that a transfer report is prepared and both the new and the old cryptocustodians will sign the report.

g. Temporary Transfers. Cryptomaterial issued on a temporary basis, usually not to exceed 48 hours, will be controlled by temporary receipts. Temporary receipts (fig 4) may also take the form of memorandums or log book entries. Temporary receipts will be prepared in duplicate and will show the date, short title of the cryptomaterial, number of copies, register or NRA numbers, and the signature of the individual accepting the cryptomaterial. The duplicate copy will be furnished the temporary recipient; the original copy will be retained by the cryptocustodian. When the cryptomaterial is returned, the cryptocustodian will destroy both copies of the receipt in the presence of the temporary recipient. The temporary transfer will not be entered on the Cryptomaterial Items Register, nor will the office of record and issue be informed of the transaction.

34. CRYPTOLOGISTIC INSPECTIONS

Under the provisions of AR 10-128, the USASCC is responsible for conducting inspections of cryptologic aspects of CONUS Army installations storing, distributing, accounting for, and/or maintaining communications security material as set forth in paragraph 14, AR 750-610. These inspections are conducted as often as personnel resources permit, but not more than once a year and are separate and distinct from command and USASA inspections.

35. USASCC INSPECTIONS

Inspections are conducted to insure that cryptomaterial is stored, distributed, and accounted for and that crypto-equipment is maintained and operated in accordance with Department of the Army regulations and directives.

36. SCHEDULING

In accordance with AR 1-200, USASCC inspections will be scheduled, where possible, to coincide with other inspections of crypto facilities.

37. CONDUCT OF INSPECTIONS

Inspections will be conducted in accordance with procedures established by the Commanding Officer, USASCC. Personnel conducting such inspections will be thoroughly qualified in procedures, regulations, and practices concerning accounting, distribution, supply, and maintenance of COMSEC activities, and will be cleared for access to the highest classification and most restrictive class of cryptomaterial to be viewed. The inspections will include but not be restricted to the following:

a. Interview with assigned maintenance personnel, to determine the status of training on COMSEC equipment.

b. Inspection of all COMSEC equipment, files and maintenance practices and procedures in accordance with regulations in the AR 750-series.

c. Examination of supply files to determine familiarity with proper requisitioning procedures and correct channels of cryptologic supply.

d. Evaluation of procedures used in appointing cryptocustodians, alternate cryptocustodians or any matters relative to custodianship.

e. Inspection of all records pertaining to the inventory control, distribution, and accounting of cryptomaterial to insure procedures outlined in these regulations are being complied with.

APPENDIX

ACCOUNTING REPORT CHARTS

1. The accounting reports chart in this appendix explains the application of the various types of reports and the consolidated forms required in crypto-accounting.

2. To use the accounting reports chart locate the description which applies in the situation column; place an X in the appropriate block on the multi-purpose report, DA Form 223, corresponding to the type of report required; make out the required number of copies as directed in the succeeding columns; check the accomplished form against the chart; and sign the appropriate section on the reverse of the report. If an accounting situation arises which is not covered by the chart, apply the general rules as closely as judgment and circumstances permit.

3. Accounting report channels will normally be the same as distribution channels, but in reverse order.

4. Organizations receiving cryptomaterial direct from Headquarters, USASCC, will follow the instructions for units under a CIO, and should consider Headquarters, USASCC, as the CIO listed on the chart.

5. The chart shows the minimum number of copies of the report required. In addition, a suspense file of transfer reports covering material en route will be maintained. Consequently, an extra copy of each transfer report will be prepared and retained in the suspense file until the signed copy has been received.

APPENDIX—Continued
ACCOUNTING REPORTS CHART

Situation No.	Situation	Time of submission	No. of copies	Distribution	Signed by—	Material listed	Remarks
POSSESSION REPORTS							
1	Quarterly inventory of unit directly under USASCC	31 Mar., 30 Jun., 30 Sep., 31 Dec.	3	Original Copy Copy USASCC File	Custodian and witnessing officer.	All accountable cryptomaterial.	As applicable.
2	Quarterly inventory of storage unit under oversea CIO.	31 Mar., 30 Jun., 30 Sep., 31 Dec.	4	Original Copy Copy CIO accounting office. File	Receiving and witnessing officer.	All accountable cryptomaterial in storage at CIO.	None.
3	Quarterly inventory of unit under distribution authority.	31 Mar., 30 Jun., 30 Sep., 31 Dec.	2	Original Copy Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial	None.
4	Quarterly inventory of unit directly under oversea CIO.	31 Mar., 30 Jun., 30 Sep., 31 Dec.	2	Original Copy CIO File	Custodian and witnessing officer.	All accountable cryptomaterial.	None.
5	Leaving U.S. for oversea.	Immediately prior to departure.	5	Original Copy Copy Copy USASCC Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken overseas.
6	Leaving oversea CIO for another oversea CIO.	Immediately prior to departure.	5	Original Copy Copy Copy USASCC CIO (old) CIO (new) File	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken with unit.
7	Leaving direct command of oversea CIO for distribution authority under same command.do.....	3	Original Copy Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken with unit.
8	Leaving distribution authority for another distribution authority under same CIO.do.....	4	Original Copy Copy CIO Distribution authority (old). Distribution authority (new). File	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken with unit.

9	Leaving distribution authority for direct command of CIO.	Immediately prior to departure.	3	Original Copy	CIO Distribution authority.	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken with unit.
10	Leaving overseas for U.S.	do.	4	Original Copy Copy	CIO USASC Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial which will accompany unit.	This report covers all cryptomaterial to be taken with unit.
11	Entering CIO from U.S.	Immediately upon arrival at new destination.	5	Original Copy Copy Copy	File USASC CIO Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.
12	Entering overseas CIO from another overseas CIO.	do.	5	Original Copy Copy Copy Copy	File USASC CIO (new) CIO (old) File	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.
13	Entering direct command of a CIO from a distribution authority under same CIO.	do.	3	Original Copy	CIO Distribution authority.	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.
14	Entering distribution authority from another distribution authority under same CIO.	do.	4	Original Copy Copy	CIO Distribution authority (new). Distribution authority (old). File	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.
15	Entering U.S. from overseas.	Immediately upon arrival at new destination.	4	Original Copy Copy Copy	File USASC CIO File	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.
16	Entering distribution authority from direct command of CIO.	do.	3	Original Copy Copy	CIO Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial which accompanied unit.	None.

APPENDIX—Continued

Situation No.	Situation	Time of submission	No. of copies	Distribution	Signed by—	Material listed	Remarks
TRANSFER REPORTS							
17	Receipt of cryptomaterial from CIO or USASC	Immediately after checking each item.	2	Original Copy CIO or USASC File	Custodian of receiving unit.	All cryptomaterial transferred.	None.
18	Receipt of cryptomaterial from a distribution authority.do.....	2	Original Copy Distribution authority. File	Custodian of receiving units.do.....	None.
19	Receipt of cryptomaterial from Navy, Air Force, allied nation, or nonmilitary organization by unit directly under distribution authority, by distribution authority, or unit directly under CIO.do.....	8	Original Copy Copy Copy Copy Copy Copy Copy Copy Copy Sending unit. USASC through CIO CIO Distribution authority. Filedo.....do.....	Material listed hereon has been incorporated into the cryptomaterial accounting records of the Army.
20	Transfer between units directly under same overseas CIO.do.....	3	Original Copy Copy CIO Sending unit. Receiving unit.	Custodian of units concerned.	All cryptomaterial transferred.	None.
21	Transfer between unit directly under overseas CIO and unit directly under distribution authority under same CIO.	Immediately after checking each item.	4	Original Copy Copy Copy CIO Distribution authority. Sending unit. Receiving unit.	Custodian of units concerned.	All accountable cryptomaterial transferred.	None.
22	Transfer between units under same distribution authority.do.....	3	Original Copy Copy CIO Distribution authority. Sending unit. Receiving unit.	Custodian of units concerned.	All accountable cryptomaterial transferred.	None.
23	Transfer between units under different distribution authorities but under same CIO.do.....	5	Original Copy Copy Copy CIO Sending unit. Distribution authority of sender.	Custodian of units concerned.	All accountable cryptomaterial transferred.	None.

24	Change of custodians.	Immediately upon completion of inventory.	4	Copy Original Copy Copy Copy	Distribution authority of receiving unit. Receiving unit. USASCC or CIO. Distribution authority. Unit file.	Old and new custodians.	All accountable cryptomaterial.	This report covers change of custodians. New custodian is cleared (or in-cleared) for interim clearance has been approved, date authority List service No. of new custodian.
25	Transfer from regular custodian to alternate custodian.	Immediately prior to going on leave.	4	Original Copy Copy Copy	USASCC or CIO. Distribution authority. Unit file	Custodian and alternate custodian.	All accountable cryptomaterial transferred.	This report covers material transferred to alternate custodian in accordance with paragraph 25b, AR 38C-40.
26	Transfer from alternate custodian to regular custodian.	Immediately upon completion of inventory of items received during absence of regular custodian.	4	Original Copy Copy Copy	USASCC or CIO. Distribution authority. Unit file	Alternate and regular custodian.	All accountable cryptomaterial transferred to, or received by, the alternate custodian because of absence of regular custodian.	This report covers all material held by alternate custodian including material received during absence of regular custodian.
27	Transfer of Army cryptomaterial to Navy, Air Force, allied nation, or nonmilitary organization by a unit under distribution authority, by a distribution authority, or a unit directly under CIO.	Immediately upon receipt of signed transfer report.	6	Original Copy Copy Copy Copy Copy	USASCC through CIO. CIO Sending unit. Receiving unit.	Custodian of units concerned.	All accountable cryptomaterial transferred.	Other than return of signed and dated original and two copies of this report, no further accounting to the Army is required.

APPENDIX—Continued

Situation No.	Situation	Time of submission	No. of copies	Distribution	Signed by --	Material listed	Remarks
<i>TRANSFER REPORTS—Continued</i>							
26	Transfer between CIO's.	Immediately after checking each item.	4	Original Copy Copy Copy Copy USASCC	Custodian of units concerned.	All accountable cryptomaterial transferred.	None.
29	Transfer to CIO from unit under CIO. do	3	Original Copy Copy Copy Sending unit. File	Custodian of concerned units	All accountable cryptomaterial transferred.	None.
30	Transfer to CRIO from unit under CRIO.	Immediately after checking each item.	3	Original Copy Copy CRIO Sending unit. File	Custodian of concerned units.	All accountable cryptomaterial transferred.	None.
31	Transfer to FAJO from unit under FAJO.	Immediately after checking each item.	3	Original Copy Copy FAJO Sending unit. File	Custodian of concerned units.	All accountable cryptomaterial transferred.	None.
32	Transfer to DISTRA from unit under DISTRA.	Immediately after checking each item.	3	Original Copy Copy DISTRA Sending unit. File	Custodian of concerned units.	All accountable cryptomaterial transferred.	None.
33	Transfer between units reporting to USASCC do	5	Original Copy Copy Copy Copy USASCC Sending unit. Receiving unit.	Custodian of units concerned.	All accountable cryptomaterial transferred.	None.
34	Transfer to USASCC from unit directly under USASCC	Immediately after checking each item.	7	Original Copy Copy Copy Copy Copy Copy Copy File CIO File	Custodian of concerned units.	All accountable cryptomaterial transferred.	None.
35	Destruction of accountable cryptomaterial whether of Army, Navy, Air Force, or allied nation origin, by unit directly under overseas CIO.	Immediately after completion of destruction.	2	Original Copy	Custodian and witnessing officer.	All accountable cryptomaterial destroyed.	If report covers emergency destruction, statement to this effect should be made.

36	Destruction of accountable cryptomaterial by a unit under USASCSA.	do.	3	Original Copy Copy	USASCC File	Custodian and witnessing officer.	All accountable cryptomaterial destroyed.	If report covers emergency destruction, statement to this effect should be made.	
37	Destruction of accountable cryptomaterial whether of Army, Navy, Air Force, or allied nation origin, by unit under distribution authority.	do.	2	Original Copy	Distribution authority. File	Custodian and witnessing officer.	All accountable cryptomaterial destroyed.	If report covers emergency destruction, statement to this effect should be made.	
38	Destruction of accountable cryptomaterial held in storage at CIO.	do.	1	Original Copy Copy Copy	CIO accounting office. Receiving storage file. USASCC File	Custodian and witnessing officer.	All accountable cryptomaterial destroyed.	None.	
39	Destruction of residue of change to flyleaf receipts by units under USASCC	Immediately after the change has been entered in to basic document.	3	Original Copy Copy	USASCC File	Custodian and witnessing officer.	None.	None.	
40	Destruction of residue of change to flyleaf receipts by units under distribution authority or CIO.	do.	3	Original Copy Copy	Distribution authority or CIO. File	Custodian and witnessing officer.	None.	None.	
CONSOLIDATED DESTRUCTION REPORTS									
41	Consolidated destruction report by distribution authority of accountable cryptomaterial destroyed by subordinate units during month.	Immediately after consolidation of destruction reports from each holder under distribution authority with the destruction report of distribution authority.	3	Original Copy Copy	CIO File	OIC and accounting officer.	All accountable cryptomaterial reported destroyed by units serviced by the distribution authority.	If any material is under investigation, statement to this effect: "Status of (short title, register or NRA number) is being investigated. Separate report follows."	

APPENDIX—Continued

Situation No.	Situation	Time of submission	No. of copies	Distribution	Signed by—	Material listed	Remarks
CONSOLIDATED DESTRUCTION REPORTS—Continued							
42	Consolidated destruction report by CIO of accountable cryptomaterial destroyed during month by units directly under overseas CIO (including all distribution authorities).	Immediately after consolidation of destruction reports from each holder.	3	Original Copy Copy USASCC File	OIC and accounting officer.	All accountable cryptomaterial reported destroyed by units serviced by his command.	If any material is under investigation, statement to this effect: "Status of (short title, register or NRA number) is being investigated. Separate report follows." None.
43	Consolidation by distribution authority of flyleaf receipts covering change to registered documents by subordinate units.	Immediately after consolidation of flyleaf receipts from each holder.	3	Original Copy Copy CIO File	OIC and accounting officer.	All changes for which flyleaf receipts have been received.	None.
44	Consolidation by CIO of flyleaf receipts covering changes to registered documents by units directly under overseas CIO (including all distribution authorities).	Immediately after consolidation of flyleaf receipts from each holder and consolidated flyleaf receipt from distribution authorities.	3	Original Copy Copy USASCC File	OIC and accounting officer.	All changes for which flyleaf receipts or consolidated receipts from distribution authorities have been received.	None.

CURRENT INVENTORY RECORD (CRYPTOMATERIAL) (AR 380-45)								TITLE	
EFFECTIVE DATE 1 January 1957		REMARKS Used with KAR-19						FGH-4	
DESTRUCTION DATE 20 February 1957									
DATE STORED	NUMBER OF COPIES	REGISTER OR NSA NUMBERS	STORED BY (initials)	DATE WITHDRAWN	NUMBER OF COPIES	REGISTER OR NSA NUMBERS	SIGNATURE OF PERSON MAKING WITHDRAWAL	BALANCE ON HAND	
15 Jul 56	160	101-200		15 Oct 56	17	101-117	<i>John Smith</i>	83	
				2 Nov 56	5	118-122	<i>John Smith</i>	78	
				15 Dec 56	12	123-134	<i>Sam Jones</i>	64	
REGISTER OR NSA NUMBERS DESTROYED	DATE OF DESTRUCTION	TYPED OR PRINTED NAME AND GRADE OF CUSTODIAN			SIGNATURE OF CUSTODIAN				
135-200	20 February 1957	Sam Jones, Capt, SigC			<i>Sam Jones</i>				

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Figure 2. Current Inventory Record for use by Command Issuing Offices and Distribution Authorities.

HAND RECEIPT FOR CRYPTOMATERIAL (Check All Documents Carefully) <small>(AR 320-64)</small>		DATE
To: Publication Unit Hq. U. S. Army Security Agency Arlington Hall Station Arlington 12, Virginia ATTENTION: Captain John Higgins		1 January 1957
FROM: Custodian (Acct 900)		
SHORT TITLE	NUMBER OF COPIES	REGISTER OR NRA NUMBERS
APC-1953	4	7-10
///////////////////////////////// Nothing Follows //////////////////////////////////		
RECEIVING HEADQUARTERS OR OFFICE		
I have in my possession, and hold myself responsible for, the cryptomaterial listed above.		
SECTION, BRANCH, DIVISION Publication Unit	TYPED NAME AND GRADE OF PERSON RECEIVING CRYPTOMATERIAL John Higgins, Captain, Inf	SIGNATURE <i>John Higgins</i>

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Figure 4. Temporary receipt for cryptomaterial.

REPORT OF CRYPTOMATERIAL <small>(AR 189-43)</small>				REPORTS CONTROL SYMBOL <small>SIC-138</small>	
FROM: Commanding Officer 16th Signal Detachment (Service) London, England ATTN: Major George Smith		992		TYPE OF REPORT <input type="checkbox"/> CIO/DA/PAID TRANSFER <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION	
TO: Command Issuing Office U. S. Army Europe					
TITLE	NUMBERS		TAPE/PAGE REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
AFC-2	27	50		24	
EFB-3	30	40		11	
BGC-4	12	15		4	
HJK-5	12	15		4	
LTC-6	12	15		4	
//////////////////////////////////////Nothing Follows//////////////////////////////////////					
SITUATION NUMBER		VOUCHER NUMBER		DATE OF REPORT (DAY, MONTH, YEAR)	
2		75937		31 December 1956	

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Figure 5. Quarterly possession report submitted by storage unit (CIO).

SIGNATURES (Use applicable section.)		
TRANSFER		
THE MATERIAL LISTED ON THE REVERSE HAS TRANSFERRED		THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address)		UNIT (Designation and Mail Address)
TRANSFERRING CRYPTODIAN (Signature)		RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
ACCOUNT NUMBER	DATE RECEIVED	ACCOUNT NUMBER
POSSESSION		
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY		THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE John Doe, Capt., SICG		TYPED NAME, GRADE, AND ARM OR SERVICE William A. Jones, 2d Lt, SICG
DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS		DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED POSSESSION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 5—Continued.

REPORT OF CRYPTOMATERIAL (AR 360-1)				REPORTS CONTROL SYMBOL 310-13M	
FROM: Commanding Officer 16th Signal Detachment (Service) London, England ATTN: Major George Smith		992		TYPE OF REPORT <input type="checkbox"/> CIO/DA/PAIO TRANSFER <input checked="" type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION	
TO: Command Issuing Office U. S. Army Europe					
TITLE	NUMBERS		TAPE/PAGE REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
ADH-5	77	100		24	
HZY-4	13	15		3	
KAT-LM	1	50	2	1 ea	
KAT-LM	60	100	1,2	2 ea	
ZQV-1	77	100		24	
//Nothing Follows//////////////////////////////////////					
SITUATION NUMBER 37		VOUCHER NUMBER 67845		DATE OF REPORT (DD, MM, YR) 20 January 1957	

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Figure 8. Destruction report submitted by storage unit (CIO).

SIGNATURES (Use applicable sections.)	
TRANSFER	
THE MATERIAL LISTED ON THE REVERSE WAS TRANSFERRED	THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address)	UNIT (Designation and Mail Address)
TRANSFERRING CUSTODIAN (Signature)	RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
ACCOUNT NUMBER	DATE RECEIVED
	ACCOUNT NUMBER
POSSESSION	
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY	THE MATERIAL LISTED ON THE REVERSE CONSTITUTES COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS	DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS EFFECTED BY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
John Doe, Capt, SIGC	William A. Jones, Jr, Lt, SIGC
CONSOLIDATED POSSESSION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 6—Continued.

REPORT OF CRYPTOMATERIAL <small>(AR 380-41)</small>					REPORTS CONTROL SYMBOL <small>SD-19</small>
FROM Commanding Officer 16th Signal Detachment (Service) APO 66, NY, NY		999		TYPE OF REPORT <input type="checkbox"/> CIO/DA/FAIO TRANSFER <input type="checkbox"/> DESTRUCTION <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION	
TO Commanding Officer Southwestern Base Section APO 1775, US Army ATTN: Capt. Roy M. Jones		998			
TITLE	NO. DECS BEGINNING ENDING		FASE/PAC REGISTER NUMBER	QUANTITY	REMARKS
ACD-4	17	18		2	
QEE-64	17	18		2	
QED-65				2	NRA
////////////////////////////////////Nothing Follows////////////////////////////////////					
SITUATION NUMBER	VOUCHER NUMBER		DATE OF REPORT (DD, MM, YR)		
19	34226		17 January 1957		

Figure 7. Transfer report, CIO to using unit.

SIGNATURES (Use applicable section)		
TRANSFER		
THE MATERIAL LISTED ON THE REVERSE WAS TRANSFERRED		THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address)		UNIT (Designation and Mail Address)
CO 16th Signal Detachment (Service) FPO 66, NY, NY ATTN: Major Smith		CO Southwestern Base Section, APO 1775 US Army, ATTN: Capt. Roy M. Jones
TRANSFERING CUSTODIAN (Signature)		RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
George Smith, Major, SIGC		Roy M. Jones, Capt., SIGC
ACCOUNT NUMBER	DATE RECEIVED	ACCOUNT NUMBER
999	1 February 1957	998
POSSESSION		
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY		THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CARETAKER (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS		DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CARETAKER (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED POSSESSION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 7—Continued.

CRYPTOMATERIAL ALLOCATION RECORD (AR 326-02)															
RECORDS SERIES	ACCOUNT	SYSTEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
		ABC-4													
		EDITION	A	B	C	D	E	F	G						
		QUANTITY	7	8	9	9	9	7	7	7					
3264	Commanding Officer Southern Area Command		4	4	4	4	4	3	3	3					
3265	Commanding Officer Western Base Section		2	2	3	3	3	2	2	2					
3267	Commanding General 17th Infantry Division		1	2	2	2	2	2	2	2					

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Figure 8. Allocation record.

CRYPTOMATERIAL DISTRIBUTION SUMMARY RECORD <small>(AR 200-40)</small>									
SHORT TITLE ABC		MYTHOLOGICAL DESIGNATOR ZEUS		INFORMATION DOCUMENTS QDY ZFR-1			RESERVE ASSOCIATED EQUIPMENT PIR,-1		
ASSOCIATED EQUIPMENT UCCR CAP		REMARKS For issue to 4004 Inf Div							
DATE RECEIVED	EDITION	EFFECTIVE DATE	PROPOSED DATE OF DISTRIBUTION	DESTRUCTION DATE	QUANTITY RECEIVED	NORMAL DISTRIBUTION	HOLDERS SERVICED	TOTAL ON HAND	REMARKS
1 Feb 57	-3	1 Sep 57	1 Mar 57	20 Oct 57	200	150	1	50	
1 Mar 57	-4	1 Oct 57	1 Apr 57	20 Nov 57	200	150	1	50	

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Figure 9. Distribution summary record.

CRYPTOMATERIAL ITEMS REGISTER (Issuing Office)

(AR 380-40)

ORIGINAL RECEIPT RECORD		SHORT TITLE		PAGE NUMBER	NUMBER OF PAGES			
QUANTITY	REGISTER OR NRA NOS.	DATE RECEIVED	VOUCHER NO.	FROM	POSTED	SCHEDULED DESTRUCTION DATE	AUTHORITY	
100	101-200	10 July 56		USASCC				
REMARKS								
JED-4								
REGISTER OR NRA NUMBER	ISSUED		TRANSFERRED		TRANSFERRED		DESTROYED	LISTED ON QUARTERLY POSSESSION REPORT
	TC	DATE	TO	DATE	TO	DATE		
101	3264	20 Sept 56	3260	27 Oct 56	---	---	20 Nov 56	✓
102	3264	20 Sept 56						✓
103	3264	20 Sept 56						✓
104	3264	20 Sept 56						✓
105	3265	20 Sept 56						✓
106	3265	20 Sept 56						✓

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Figure 10. Items register (issuing office).

REPORT OF CRYPTOMATERIAL (AR 240-43)				REPORTS CONTROL SYMBOL SID-138	
FROM: Commanding Officer Southwestern Base Section, APO 1775 US Army, ATTN: Capt Roy H. Jones			998		
TO: Commanding General Northern Command APO 1667, US Army ATTN: Major Jerry Lewis			911		
TYPE OF REPORT <input type="checkbox"/> CIG/DA/FAIG TRANSFER <input type="checkbox"/> DESTRUCTION <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION					
TITLE	NUMBERS		PAGE/PAGE REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
QZP-77	146	147		2	
ZVY-89	189	190		2	
////////////////Nothing Follows////////////////////					
SITUATION NUMBER		VOUCHER NUMBER		DATE OF REPORT (DD, MM, YYY)	
22,23,24, or 25		26987		25 January 1957	

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Figure 18. Transfer report between using units.

SIGNATURES (Use applicable section)		
TRANSFER		
THE MATERIAL LISTED ON THE REVERSE WAS TRANSFERRED		THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address)		UNIT (Designation and Mail Address)
CO Southwestern Base Section, APO 1775 US Army, ATTN: Capt Roy M. Jones		CG Northern Command, APO 1667 US Army, ATTN: Major Jerry Lewis
TRANSFERING CUSTODIAN (Signature)		RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
Roy M. Jones, Capt., SIGC		Jerry Lewis, Major SIGC
ACCOUNT NUMBER	DATE RECEIVED	ACCOUNT NUMBER
998	1 February 1957	911
POSSESSION		
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY		THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS		DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED POSSESSION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 12—Continued.

REPORT OF CRYPTOMATERIAL <small>(AR 310-71)</small>				REPORTS CONTROL SYMBOL <small>DD FORM 139</small>	
FROM: Commanding Officer 16th Signal Detachment (Service) London, England ATTN: Major George Smith			TYPE OF REPORT <input type="checkbox"/> CIO/DIA/FAID TRANSFER <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input checked="" type="checkbox"/> CONSOLIDATED POSSESSION		
TO: U.S. A S Communications Command Arlington Hall Station Arlington 12, Virginia ATTN: SIGCR-3a					
TITLE	NUMBERS		TAPE/PAD REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
AQZ-8	1	44		44	
BRV-1	51	73		23	
KAT-LM	1	100	1,2	2 ea	
//Nothing Follows//////////////////////////////////////					
ITERATION NUMBER 17 or 18		VOUCHER NUMBER 987634		DATE OF REPORT (DD, MONTH, YEAR) 30 January 1957	

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Figure 13. Consolidated possession report submitted by a CIO or distribution authority.

SIGNATURES (Use applicable section)	
TRANSFER	
THE MATERIAL LISTED ON THE REVERSE HAS TRANSFERRED	THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address)	UNIT (Designation and Mail Address)
TRANSFERRING CUSTODIAN (Signature)	RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
ACCOUNT NUMBER	DATE RECEIVED ACCOUNT NUMBER
POSSESSION	
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY	THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS	DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED POSSESSION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE John P. Gregory, Capt., SIGC	TYPED NAME, GRADE, AND ARM OR SERVICE George Smith, Major, SIGC
CONSOLIDATED DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 13—Continued.

CRYPTOMATERIAL CONSOLIDATED FLYLEAF RECEIPT (AR 140-46)				PAGE NUMBER	NUMBER OF PAGES	DATE
				1	1	27 Mar 59
To: Commanding Officer U. S. A S: C: C Arlington Hall Station Arlington 12, Virginia			FROM: Commanding Office: 1st Ice Making Company Fort Cold Spot, Alaska			
CHANGE NUMBER	SHORT TITLE	REGISTER OR NRA NUMBERS	INSERTED INTO (Short Title)	REGISTER OR NRA NUMBERS	REMARKS	
1	AVP-2	NRA 1	AVP-2	NRA 2		
2	EGD-1A	123	EGD-1A	321		
1	GOLMOC-1C	8	GOLMOC-1C	12		
1	OAK-23	13	OAK-23	42		
		15		43		
		16		44		
		17		45		
		2		2	TABBY-1	2
ACCOUNTING OFFICER						
Records on file at this headquarters indicate that the above listed changes have been inserted into the basic documents and that the residue of each change has been destroyed by burning.						
DATE	TYPED OR PRINTED NAME AND GRADE			SIGNATURE		
27 Mar 59	T. RILEY JONES					
CUSTODIAN						
The information contained hereon has been spot checked by me and found to be accurate.						
DATE	TYPED OR PRINTED NAME AND GRADE			SIGNATURE		
27 Mar 59	E. B. SMALL					

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Figure 14. Consolidated flyleaf receipt (UNCLASSIFIED).

CRYPTOMATERIAL ITEMS REGISTER (Using Unit)						
(AR 380-10)						
SHORT TITLE			OFFICE OF RECORD			
XYZ 72			USASC			
EFFECTIVE DATE			SCHEDULED DESTRUCTION DATE			
1 July 1957			20 August 1957			
SUPERSEDEE			AUTHORITY			
XYZ 71						
ACCOUNTING RECORD						
REGISTER OR HRA NO.	DATE RECEIVED AND VOUCHER NO.	LOCATION	TRANSFERRED TO AND VOUCHER NO.	DATE RECEIVED	DATE DESTROYED	REMARKS
1240	1 MAR 57 67894		111 4789	30 Apr 57		
1241	1 MAR 57 67894				15 Aug 57	

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Figure 16. Items register (using unit).

REPORT OF CRYPTOWATERIAL (AR 360-43)				REPORTS CONTROL SYMBOL SIC-128	
FROM: Commanding General Fort Buffalo Falls Church, Virginia			928		
TO: U.S. A S Communications Command Arlington Hall Station Arlington 12, Virginia ATTN: SIGGR-3a			TYPE OF REPORT		
			<input type="checkbox"/> CIO/DA/PAID TRANSFER <input type="checkbox"/> DESTRUCTION <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION		
TITLE	NUMBERS		TAPE/PAD REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
ABC	17	17		1	This report covers change of custodians. New custodian is cleared and his service number is O-1234567.
EKR-1	44	44		1	
LAD	5	6		2	
OKZ-1	5	5		1	
FQB	77	79		3	
STR	77	77		1	
////////////////////////////////////Nothing Follows////////////////////////////////////					
SITUATION NUMBER		VOUCHER NUMBER		DATE OF REPORT (DAY, MONTH, YEAR)	
26 of 27		35786		1 March 1957	

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Figure 16. Transfer between custodians of using unit.

SIGNATURES (Use applicable section)	
TRANSFER	
THE MATERIAL LISTED ON THE REVERSE HAS TRANSFERRED	THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNIT (Designation and Mail Address) Fort Buffalo, Falls Church, Virginia	UNIT (Designation and Mail Address) Fort Buffalo, Falls Church, Virginia
TRANSFERRING CUSTODIAN (Signature)	RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE Roy M. Roe, Capt., INF	TYPED NAME, GRADE, AND ARM OR SERVICE Robert A. Green, 2d Lt, SIGC
ACCOUNT NUMBER 948	DATE RECEIVED 1 March 1957
	ACCOUNT NUMBER 948
POSSESSION	
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY	THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS	DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CRYPTOCUSTODIAN (Signature)	WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED POSSESSION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)	OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE	TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 16—Continued.

REPORT OF CRYPTOMATERIAL (AN 389-43)				REPORTS CONTROL SYMBOL SIG-124	
FROM: Commanding General Port Buffalo Falls Church, Virginia		948		TYPE OF REPORT <input type="checkbox"/> CO/DA/FAIO TRANSFER <input checked="" type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER <input type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION	
TO: U.S. A S. Communications Command Arlington Hall Station Arlington 12, Virginia ATTN: SIGCR-3a					
TITLE	NUMBERS		TAPE/PAD REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
CDY	14	14		1	
SDB	3	3		1	
SDB	6	6		1	
TDJ	2	2		1	
KAY-AT	3	8	2	6	
//////////////////////////////////////Nothing Follows//////////////////////////////////////					
SITUATION NUMBER 34, 35 or 36		VOUCHER NUMBER 29876		DATE OF REPORT (Day, Month, Year) 1 March 1957	

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Figure 17. Destruction report of using unit.

SIGNATURES (Use applicable section)		
TRANSFER		
THE MATERIAL LISTED ON THE REVERSE WAS TRANSFERRED		THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED
UNITY (Designation and Mail Address)		UNITY (Designation and Mail Address)
TRANSFERRING CUSTODIAN (Signature)		RECEIVING CUSTODIAN (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
ACCOUNT NUMBER	DATE RECEIVED	ACCOUNT NUMBER
POSSESSION		
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY		THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS		DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS WITNESSED BY
CRYPTOCUSTODIAN (Signature)		WITNESS (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE Robert A. Green 2d Lt., SIGG		TYPED NAME, GRADE, AND ARM OR SERVICE Roy H. Roe, Capt., INF
CONSOLIDATED POSSESSION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF POSSESSION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE
CONSOLIDATED DESTRUCTION		
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF DESTRUCTION REPORTS SUBMITTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE		A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY
ACCOUNTING OFFICER (Signature)		OFFICER IN CHARGE (Signature)
TYPED NAME, GRADE, AND ARM OR SERVICE		TYPED NAME, GRADE, AND ARM OR SERVICE

Figure 17—Continued.

REPORT OF CRYPTOMATERIAL (AR 380-41)				REPORTS CONTROL SYMBOL SIC-112	
FROM Commanding General Fort Buffalo Falls Church, Virginia			948		
TO U.S. & S Communications Command Arlington Hall Station Arlington 12, Virginia ATTN: SIGCR-3a			TYPE OF REPORT <input type="checkbox"/> CIO/DA/PAID TRANSFER <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> POSSESSION <input type="checkbox"/> CONSOLIDATED DESTRUCTION <input type="checkbox"/> CONSOLIDATED POSSESSION		
TITLE	NUMBERS		TAPE/PAD REGISTER NUMBER	QUANTITY	REMARKS
	BEGINNING	ENDING			
CZR	9	10		2	
EAG	5	5		1	
FOI	2	4		3	
HQT	1	5		5	
UPT	11	11		1	
VQT	1	2		2	
////////////////////////////////////// Nothing Follows //					
SITUATION NUMBER 1,2, or 3		VOUCHER NUMBER 87645		DATE OF REPORT (DD, MM, YYY) 31 March 1957	

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Figure 18. Quarterly report from using unit.

SIGNATURES (Use applicable section)	
TRANSFER	
THE MATERIAL LISTED ON THE REVERSE WAS TRANSFERRED (UNIT (Designation and SWP Address))	THE MATERIAL LISTED ON THE REVERSE HAS BEEN RECEIVED (UNIT (Designation and SWP Address))
TRANSFERRING CUSTODIAN (SIGNATURE)	RECEIVING CUSTODIAN (SIGNATURE)
TYPED NAME, GRADE, AND APO OR SERVICE	TYPED NAME, GRADE, AND APO OR SERVICE
ACCOUNT NUMBER	ACCOUNT NUMBER
DATE RECEIVED	ACCOUNT NUMBER
POSSESSION	
A PHYSICAL INVENTORY OF THE MATERIAL LISTED ON THE REVERSE WAS MADE BY (SWP/CUSTODIAN (SIGNATURE))	THE MATERIAL LISTED ON THE REVERSE CONSTITUTES A COMPLETE INVENTORY (SWP/CUSTODIAN (SIGNATURE))
TYPED NAME, GRADE, AND APO OR SERVICE	TYPED NAME, GRADE, AND APO OR SERVICE
Robert A. Gwynn 2d Lt, S10C	Roy H. Rog, Capt., INF
DESTRUCTION	
THE MATERIAL LISTED ON THE REVERSE HAS BEEN DESTROYED IN ACCORDANCE WITH CURRENT REGULATIONS (SWP/CUSTODIAN (SIGNATURE))	DESTRUCTION OF THE MATERIAL LISTED ON THE REVERSE WAS ATTENDED BY (SWP/CUSTODIAN (SIGNATURE))
TYPED NAME, GRADE, AND APO OR SERVICE	TYPED NAME, GRADE, AND APO OR SERVICE
CONSOLIDATED "DISSEMINATION"	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF ARTICLES OF PROPERTY LISTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE (ACCOUNTING OFFICER (SIGNATURE))	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY (OFFICER IN CHARGE (SIGNATURE))
TYPED NAME, GRADE, AND APO OR SERVICE	TYPED NAME, GRADE, AND APO OR SERVICE
CONSOLIDATED "DISSEMINATION"	
THE MATERIAL LISTED ON THE REVERSE IS A CONSOLIDATION OF ARTICLES OF PROPERTY LISTED BY ORGANIZATIONS SUPPORTED BY THIS OFFICE (ACCOUNTING OFFICER (SIGNATURE))	A SPOT CHECK OF THIS REPORT HAS BEEN MADE BY (OFFICER IN CHARGE (SIGNATURE))
TYPED NAME, GRADE, AND APO OR SERVICE	TYPED NAME, GRADE, AND APO OR SERVICE

FOURLEAF RECEIPT

From: Commanding General 16th Signal Army
(Title) (Name of Command)

To: Commanding Officer, 16th Signal Detachment (Service)
(Appropriate Accounting Office)

Subject: Change No. 1 to AFS 8888, Reg. No. 2013
(Reg. No. of the Change)

1. This is to certify that I have entered subject change in AFS 8888
Reg. No. 2013 Revised A. G. G. Capt 0-123456
(Reg. No. of Basic Publication) (Signature, Title, Serial No.)

After entry of this change, the copy indicated herein has been checked to insure the presence of all effective pages, and:

- a. No discrepancies were found (If "out a. or b. as appropriate)
- b. ~~Discrepancies were found~~

2. The residue of this change has been destroyed by burning in the presence of the below listed officers:

Robert S. Brown Capt 0244M Patrice Kessel Capt 0-987654
(Company's Sig., Rank, Serial No.) (Witness' Sig., Rank, Serial No.)

14 March 1957 (Date)
(Signature of Commanding Officer)
(Required of Navy General only)

Figure 19. Fourleaf receipt (UNCLASSIFIED).

Figure 18—Continued.

APPOINTMENT OF CRYPTOCUSTODIAN OR ALTERNATE (AR 380-41)					
SIGNATURE <i>Joseph B. Jones</i>		<input checked="" type="checkbox"/> CRYPTOCUSTODIAN <input type="checkbox"/> ALTERNATE <input type="checkbox"/> 1st <input type="checkbox"/> 2d <input type="checkbox"/> 3d		ACCOUNT NUMBER 991	
TYPED NAME Joseph B. Jones		GRADE Major	SERVICE NUMBER 062207	SERVICE/BRANCH SigC	
TYPED NAME OF OFFICER RELIEVED David H. Brown		TYPE CLEAR-ANCE	CRYPTO	TOP SECRET	
APPOINTING AUTHORITY Headquarters			FINAL	X	SECRET
HEADQUARTERS ASA, Washington 25, D. C.			INTERIM		
SPECIAL ORDERS NO. 26		EFFECTIVE DATE 30 Mar 61	DATE CERTIFIED TAG		
RECEIVING ADDRESS FOR CRYPTOMATERIAL COMMANDING GENERAL ATTN: MAJOR JOSEPH B. JONES Washington 25, D.C.		MAILING ADDRESS FOR CORRESPONDENCE Commanding General Washington 25, D.C.			
SIGNATURE OF COMMANDING OFFICER <i>James C. Smith</i>		GRADE Col	SERVICE NUMBER 0125068	SERVICE/BRANCH OrdC	

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Figure 20. Signature form (UNCLASSIFIED).

SHIPPING CONTAINER FULLY
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

CRYPTOMATERIAL REQUISITION AND ISSUE/SHIPPING DOCUMENT

1. FROM: Commanding Officer
 Fort Buffalo, Falls Church, Virginia

2. TO: Commanding Officer, USA Strategic Communications Command, AHS, Arlington 12, Va.

3. SHIP TO - NAME FOR ACCOUNT NO: 948

4. COMMANDING OFFICER: Fort Buffalo
 Falls Church, Virginia
 ATTN: Lt. Robert L. Green

5. ACCOUNTING AND FUNDING DATA: Robert L. Green, 2nd Lt., SIGC

6. REQUISITION NUMBER: 948-60-10

7. DATE MATERIAL REQUIRED: 1 April 1960

8. REQUISITION DATE: 15 March 1960

9. AUTHORITY/PURPOSE AND INTENDED USE OF MATERIAL: covering the proposed crypto-center has been approved by Chief, USASA. Orders appointing Lt. Green as cryptocustodian, with specimen signature, attached. Full - Duplex 8" one-time tapes required for communication with Department of the Army

10. SIGNATURE OF REQUISITIONER: Robert L. Green, 2nd Lt., SIGC

ITEM NO.	STOCK NUMBER, SHORT TITLE/DESCRIPTION	CONTROL NUMBER		QTY. REQ.	SUPPLY ACTION	RE. MARKS CODE	SPECIAL/MARKING INSTRUCTIONS	TRANS/ANALYST CODE
		BEGINNING	ENDING					
1	KAT KD Reg 1	16001	16100	100	100		Note to Distribution Unit: Stamp indicator "H" on all boxes before shipment.	
2	KAT KD Reg 2	16101	16200	100	100			
3	KAG-1E	363		1	1			
4	KAG-76	76		1	1			
5	COMLOG-4	320		1	1			

11. SHIPPING PRIORITY (Change): 1. 2. 3. 4.

12. ISSUE DATE: 25 Mar 60

13. APPROVED BY: J. D. B.

14. ACTION OFFICER: R. Jones

15. ACTION DATE: 17 March 1960

16. ALLOCATION UNIT ACTION: Pick up all documents on record for routine distribution for future changes.

17. VOUCHER NUMBER (S): 1869320, 1869321, 1869322, 1869323

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Figure 21. Request for initial issue.

SHIPPING CONTAINER TILLY											
CRYPTOMATERIAL REQUISITION AND ISSUE / SHIPPING DOCUMENT											
1. FROM Commanding Officer Fort Buffalo, Falls Church, Virginia											
2. TO Commanding Officer, USA Strategic Communications Command, AHS, Arlington 12, Va.											
3. SHIP TO - MARK FOR Commanding Officer Fort Buffalo Falls Church, Virginia ATTN: Lt. Robert L. Green											
4. ACCOUNTING AND FUNDING DATA											
5. AUTHORITY/PURPOSE AND INTENDED USE OF MATERIAL 1 April 1960 covering proposed CSQ-1 dated _____ cryptocenter has been approved by CHUSASA for operation and storage of requested equipment. Secure communications desired with Department of Army, 2nd U.S. Army and USCOMARC.											
6. DATE MATERIAL REQUIRED 1 April 1960											
7. DATE MATERIAL REQUIRED 15 March 1960											
8. REQUISITION NUMBER FB-1-1960											
9. PRIORITY N/A											
10. SIGNATURE OF REQUISITIONER Robert L. Green, 2d Lt., SigC											
11. SHIPPING PRIORITY (Cargo?) <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.											
12. ISSUE DATE											
13. ALLOCATION UNIT ACTION											
14. APPROVED BY											
15. ACTION OFFICER											
16. ACTION DATE											
17. TOUCHER NUMBER											
18. STOCK NUMBERS, SHORT TITLE/ NOMENCLATURE TSEC/KL-63											
19. CONTROL NUMBERS BEGINNING _____ ENDING _____											
20. QTY. REQ. _____											
21. SUPPLY ACTION _____											
22. REC. MARKS CODE _____											
23. SPECIAL/MARKING INSTRUCTIONS _____											
24. TRANS/ANALYSIS CODE _____											
25. With associated mater- ial and the appropriate cryptosystem.											

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Figure 22. Request for initial issue.

CRYPTOMATERIAL REQUISITION AND ISSUE/SHIPPING DOCUMENT	
1. FROM	Commanding Officer Fort Rucker, Alabama
2. TO	CO, USA Strategic Communications Command, AHS, Arlington 12, Va.
3. SHIP TO - MARK FOR	409 ACCOUNT NO. _____
4. ACCOUNTING AND FUNDING DATA	
10. SIGNATURE OF REQUISITIONER John T. Dunn, Capt., Sigc	
8. AUTHORITY/PURPOSE AND INTENDED USE OF MATERIAL Material required to support two new accounts established under this Distribution Authority.	
5. DATE MATERIAL REQUIRED 28 March 1960	
6. REQUISITION DATE 21 March 1960	
7. DATE MATERIAL REQUIRED	
9. PRIORITY DA 6950-60	
11. SHIPPING PRIORITY (C-H-A-B-D-F)	
12. ISSUE DATE	
13. ALLOCATION UNIT ACTION	
14. APPROVED BY	
15. ACTION OFFICER	
16. ACTION DATE	
17. VOUCHER NUMBER	
18. TRANSPORTATION AND/OR STORAGE CODE	
19. SPECIAL MARKING INSTRUCTIONS	
20. SUPPLY ACTION CODE	
21. REC. MARKING CODE	
22. QTY. REQ.	
23. CONTROL NUMBERS	
24. STOCK NUMBERS, SHORT TITLE/ NOMENCLATURE	
25. BEGINNING	
26. ENDING	
27. ITEM NO.	
28. QTY. REQ.	
29. SUPPLY ACTION CODE	
30. REC. MARKING CODE	
31. SPECIAL MARKING INSTRUCTIONS	
32. TRANSPORTATION AND/OR STORAGE CODE	

Figure 29. Request for additional material.

SHIPPING DOCUMENT TALLY CRYPTOGRAPHIC MATERIAL REQUEST AND ISSUE/SHIPPING DOCUMENT FROM CO, Joint Communications Agency Fort Ritchie, Maryland TO CC, USA Strategic Communications Command, AHS, Arlington 22, Va. SHIP TO - MARK FOR Commanding Officer Joint Communications Agency Fort Ritchie, Cascade, Maryland ATTN: CWO James L. Bales ACCOUNTING AND FUNDING DATA												1. ISSUE DATE 2. ISSUE DATE 3. ISSUE DATE 4. ISSUE DATE 5. ISSUE DATE 6. ISSUE DATE 7. ISSUE DATE 8. ISSUE DATE 9. ISSUE DATE 10. ISSUE DATE 11. ISSUE DATE 12. ISSUE DATE 13. ISSUE DATE 14. ISSUE DATE 15. ISSUE DATE 16. ISSUE DATE 17. ISSUE DATE 18. ISSUE DATE 19. ISSUE DATE 20. ISSUE DATE 21. ISSUE DATE 22. ISSUE DATE 23. ISSUE DATE 24. ISSUE DATE 25. ISSUE DATE 26. ISSUE DATE 27. ISSUE DATE 28. ISSUE DATE 29. ISSUE DATE 30. ISSUE DATE 31. ISSUE DATE 32. ISSUE DATE 33. ISSUE DATE 34. ISSUE DATE 35. ISSUE DATE 36. ISSUE DATE 37. ISSUE DATE 38. ISSUE DATE 39. ISSUE DATE 40. ISSUE DATE 41. ISSUE DATE 42. ISSUE DATE 43. ISSUE DATE 44. ISSUE DATE 45. ISSUE DATE 46. ISSUE DATE 47. ISSUE DATE 48. ISSUE DATE 49. ISSUE DATE 50. ISSUE DATE 51. ISSUE DATE 52. ISSUE DATE 53. ISSUE DATE 54. ISSUE DATE 55. ISSUE DATE 56. ISSUE DATE 57. ISSUE DATE 58. ISSUE DATE 59. ISSUE DATE 60. ISSUE DATE 61. ISSUE DATE 62. ISSUE DATE 63. ISSUE DATE 64. ISSUE DATE 65. ISSUE DATE 66. ISSUE DATE 67. ISSUE DATE 68. ISSUE DATE 69. ISSUE DATE 70. ISSUE DATE 71. ISSUE DATE 72. ISSUE DATE 73. ISSUE DATE 74. ISSUE DATE 75. ISSUE DATE 76. ISSUE DATE 77. ISSUE DATE 78. ISSUE DATE 79. ISSUE DATE 80. ISSUE DATE 81. ISSUE DATE 82. ISSUE DATE 83. ISSUE DATE 84. ISSUE DATE 85. ISSUE DATE 86. ISSUE DATE 87. ISSUE DATE 88. ISSUE DATE 89. ISSUE DATE 90. ISSUE DATE 91. ISSUE DATE 92. ISSUE DATE 93. ISSUE DATE 94. ISSUE DATE 95. ISSUE DATE 96. ISSUE DATE 97. ISSUE DATE 98. ISSUE DATE 99. ISSUE DATE 100. ISSUE DATE											
1. FROM 2. TO 3. SHIP TO - MARK FOR 4. ACCOUNTING AND FUNDING DATA 5. STOCK NUMBERS SHORT TITLE/DESCRIPTION 6. STOCK NUMBERS BEGINNING 7. STOCK NUMBERS ENDING 8. QTY. REQ. 9. SUPPLY ACTION CODE 10. SPECIAL/ISSUING INSTRUCTIONS 11. TRANS/ANALYSIS CODE 12. SHIPPING PRIORITY (CATEGORY) 13. ISSUE DATE 14. ALLOCATION UNIT ACTION 15. ACTION OFFICER 16. ACTION DATE 17. APPROVED BY 18. VOUCHER NUMBER												1. FROM 2. TO 3. SHIP TO - MARK FOR 4. ACCOUNTING AND FUNDING DATA 5. STOCK NUMBERS SHORT TITLE/DESCRIPTION 6. STOCK NUMBERS BEGINNING 7. STOCK NUMBERS ENDING 8. QTY. REQ. 9. SUPPLY ACTION CODE 10. SPECIAL/ISSUING INSTRUCTIONS 11. TRANS/ANALYSIS CODE 12. SHIPPING PRIORITY (CATEGORY) 13. ISSUE DATE 14. ALLOCATION UNIT ACTION 15. ACTION OFFICER 16. ACTION DATE 17. APPROVED BY 18. VOUCHER NUMBER											
1. FROM 2. TO 3. SHIP TO - MARK FOR 4. ACCOUNTING AND FUNDING DATA 5. STOCK NUMBERS SHORT TITLE/DESCRIPTION 6. STOCK NUMBERS BEGINNING 7. STOCK NUMBERS ENDING 8. QTY. REQ. 9. SUPPLY ACTION CODE 10. SPECIAL/ISSUING INSTRUCTIONS 11. TRANS/ANALYSIS CODE 12. SHIPPING PRIORITY (CATEGORY) 13. ISSUE DATE 14. ALLOCATION UNIT ACTION 15. ACTION OFFICER 16. ACTION DATE 17. APPROVED BY 18. VOUCHER NUMBER												1. FROM 2. TO 3. SHIP TO - MARK FOR 4. ACCOUNTING AND FUNDING DATA 5. STOCK NUMBERS SHORT TITLE/DESCRIPTION 6. STOCK NUMBERS BEGINNING 7. STOCK NUMBERS ENDING 8. QTY. REQ. 9. SUPPLY ACTION CODE 10. SPECIAL/ISSUING INSTRUCTIONS 11. TRANS/ANALYSIS CODE 12. SHIPPING PRIORITY (CATEGORY) 13. ISSUE DATE 14. ALLOCATION UNIT ACTION 15. ACTION OFFICER 16. ACTION DATE 17. APPROVED BY 18. VOUCHER NUMBER											

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Figure 24. Request for resupply.

SHIPPING CONTAINER TALLY													
CRYPTOMATERIAL REQUISITION AND ISSUE/SHIPPING DOCUMENT													
1. FROM CO, Joint Communications Agency Fort Ritchie, Maryland													
2. TO CO, USA Strategic Communications Command, AHS, Arlington 12, Va.													
3. SHIP TO BARK FOR L27 ACCOUNT NO. _____													
4. ACCOUNTING AND FUNDING DATA James I. Bales, CWO													
5. PRIORITY/PURPOSE AND INTENDED USE OF MATERIAL Request resupply " " key cards MATSYM " " for JOA- circuit. Request 6-month supply (12 editions) be provided.													
6. DATE MATERIAL REQUESTED 1 April 1960													
7. REQUISITION DATE 1 April 1960													
8. REQUISITION NUMBER JOA-168-00													
9. PRIORITY													
SECTION I	SECTION II	SECTION III	SECTION IV	SECTION V	SECTION VI	SECTION VII	SECTION VIII	SECTION IX	SECTION X				
ITEM NO.	STOCK NUMBERS, SHORT TITLE/ NOMENCLATURE	CONTROL NUMBERS BEGINNING ENDING	QTY. REQ.	SUPPLY ACTION	RE. MARKS CODE	SPECIAL/MARKING INSTRUCTIONS	TRANS/ ANALYSIS CODE	11. SHIPPING PRIORITY (C=high)	12. ISSUE DATE	13. ALLOCATION UNIT ACTION	14. ACTION OFFICER	15. ACTION DATE	16. VOUCHER NUMBER
						Stamp MATSYM " " on all boxes.		<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.					
17. APPROVED BY													

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Figure 25. Request for resupply.

CRYPTOMATERIAL REQUISITION AND ISSUE / SHIPPING DOCUMENT									
1. FROM	2. TO	3. DATE MATERIAL REQUIRED	4. REQUISITION DATE	5. REQUISITION NUMBER	6. PRIORITY	7. AUTHORITY / PURPOSE AND INTENDED USE OF MATERIAL	8. SIGNATURE OF REQUISITIONER	9. QTY. REQ.	10. SUPPLY ACTION
Commanding Officer, 23rd Artillery Brigade Fort Cotton, New York	CO, Hqs Fort Jay Governors Island, New York	ASAP	1 April 1960	150-6-3		Replacement for defective machine.	Preston W. Foster, 1st Lt., SigC	1	
1. SHIP TO - MARK FOR	2. ACCOUNTING AND FUNDING DATA	3. CONTROL NUMBERS	4. STOCK NUMERICAL SHORT TITLE / NOMENCLATURE	5. BEGINNING	6. ENDING	7. SPECIAL MARKING INSTRUCTIONS	8. TRAILS / ANALYSER CODE	9. ACTION OFFICER	10. ACTION DATE
Commanding Officer 23rd Artillery Brigade Fort Cotton, New York ATTN: Lt. Preston W. Foster	150-6 ACCOUNT NO.		KLA-63 KLB-63 KLC-63			Note to Distribution Authority: Defective machine will be returned upon receipt of replacement.	A		
11. SHIPPING PRIORITY (Change?)	12. ISSUE DATE	13. ALLOCATION UNIT ACTION	14. APPROVED BY	15. ACTION OFFICER	16. ACTION DATE	17. VOUCHER NUMBER			
<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.									

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Figure 26. Request for replacement material.

Army, Ft Mon, N. J.
MON 4509-64