SRH-245 -

HISTORICAL DATA REPORT

6961ST COMMUNICATIONS SQUADRON

1 JANUARY 1953 -   31 DECEMBER 1953

REVIEWER'S NOTE:

The first review of this document was conducted by
personnel of the U. S. Air Force.

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696\underline{1ST} COMM SQDN

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HISTORICAL DATA REPORT

For The

6961ST COMMUNICATIONS SQUADRON

1 January 1953 - 28 February 1953

Prepared By

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Historical Officer

APPROVED BY:

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Major, USAF
Commanding

Reports Control Symbol: 6961-1

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CHRONOLOGY OF EVENTS

DATE	EVENT
1 Jan 1953	Beginning of March of Dimes Drive
6 Jan 1953	New punch block installed on typing reperforators
14 Jan 1953	Personnel from 6923rd Personnel Processing Squadron placed on Special Duty with teletype section for training
28 Jan 1953	Receive circuits 9841 and 887 discontinued
2 Feb 1953	TWX SA 173 and SA 174 installed
3 Feb 1953	FGQ-1 tables replaced with SSM3's on on-line circuits
4 Feb 1953	Maintenance Training Section implemented
6 Feb 1953	Room circuit installed between on-line and off-line crypto sections.
9 Feb 1953	Curtain installed in on-line crypto section
16 Feb 1953	Squadron clothing inspection
16 Feb 1953	SSO personnel reported to unit for cryptographic training
18 Feb 1953	Received word to discontinue submitting Traffic Volume and Precedence Reports to the Command Communications Office
24 Feb 1953	Received letter from Colonel Jones regarding March of Dimes Drive
26 Feb 1953	Lectures conducted on physical security
26 Feb 1953	JFPJ circuit moved from Darmstadt, Germany to Landsberg, Germany
26-27 Feb 1953	Supervisory Tests given to first three graders

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CHAPTER I

ORGANIZATION

<u>Mission.</u> The 6961st Communications Squadron was activated 1 October 1952 with Major Harold J. Skarda as Commanding Officer. The mission of this Squadron is to serve as a Communications Center for Headquarters USAFSS and Brooks Air Force Base. It is the responsibility of the Communications Center to process all incoming and outgoing traffic transmitted by electrical means.

<u>Purpose.</u> The purpose of the forming of this organization was for better control of personnel. Before the forming of the organization difficulty was encountered coordinating Squadron duties with those of assigned jobs. The Communications Center is operated on a twenty-four hour basis which necessitates shift work. Men working irregular hours require closer liaison between operational activities and Squadron activities.

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CHAPTER II

PERSONNEL

The 6961st Communications Squadron is authorized a total strength of 165 airmen and ten officers. The assigned strength as of 31 January 1953 was 186 airmen and nine officers./[1] As of 28 February 1953 the assigned strength was 186 airmen and ten officers./[2]

During the period reported on eight airmen were lost to overseas assignments and thirteen to Zone of Interior assignments. One airman is presently on TDY attending a Tech School.

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[1] Morning Report, 6961st Communications Squadron, dtd 31 January 1953
Exhibit 1

[2] Morning Report, 6961st Communications Squadron, dtd 28 February 1953
Exhibit 2

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CHAPTER III

ADMINISTRATIVE

The duties of the Administrative Section of the 6961st Communications Squadron during the period reported on have remained more or less routine.

During the month of January no mess attendants were furnished from this unit. These duties were performed by members of other organizations on the Base. However, during the month of February personnel from the 6961st Communications Squadron again resumed responsibility of housekeeping duties. Notification was received from the 6960th Headquarters Support Group on the 26th of February that the quota for March will be increased. This unit will be required to furnish a minimum of three and a maximum of five men per day during the month of March for KP details.

Daily inspections were conducted by the Squadron Adjutant, Duty Officer on duty and one non-commissioned officer from the Communications Center. Inspections are somewhat of a problem for the Squadron to conduct as the night operating personnel must sleep during the day, therefore exceptions must be made for these people. However, their community area must be maintained in a neat and orderly manner.

Saturday inspections were conducted every week by the Communications Center Duty Officer on duty. A definite improvement in the appearance of the barracks has been noted.

The Squadron held a clothing inspection for all personnel over a four day period beginning 16 February 1953. This check was conducted by the Squadron Supply NCO and Duty Officer.

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CHAPTER IV

OPERATIONS

<u>Teletype Section</u>.   The workload in the Teletype Section increased some-
what over the previous two month period.

As a result of the Time and Motion Study made by the Command Communica-
tions Office in November a completely new system was implemented. This re-
arrangement has produced marked improvements in efficiency and has made
for easier handling of the increased workload. The confusion that resulted
immediately after the change over has been conquered. This can be attri-
buted to the concentrated efforts of the supervisors to maintain organized
proficiency and also to the well organized training section.

Considerable trouble was experienced during the month of January
with traffic received from the JFLR circuit terminating at Chicksands
Priory England. The blanks in the tape were not being received on this
end therefore the tapes could not be deciphered. This necessitated undue
servicing. Trouble was cleared by contacting Mackay Radio in New York.

Receive circuits 9841 from Andrews Air Force Base and 887 from
Carswell Air Force Base were discontinued on 28 January due to light
traffic load. Prior to losing 9841 JEZ C we were employing three receive
circuits. Installation of on-line and direct circuits left no need for
three receive circuits.

Considerable trouble was encountered with incoming traffic from JEZ
(Andrews Air Force Base) during the month of February. Trouble was found

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to be due to faulty receiving equipment at that station. Necessary maintenance was performed and difficulties were corrected.

The JFPJ circuit which previously terminated at Darmstadt, Germany, was moved to Landsberg, Germany, due to relocation of the Group.

The traffic volume for the two month period was:

  January: 38,184 messages; 10,594,354 groups

  February: 35,597 messages; 12,489,376 groups

  TOTAL: 73,781 messages; 23,448,799 groups

Cryptographic Section. During the month of January there was a slight increase in the traffic load over the months of November and December. February traffic showed an even heavier work load than the three months previous. In reviewing traffic volume reports and charts it can easily be seen that traffic is steadily increasing in proportion. This is believed to be a direct result of the constant expansion of the command. However, the installation and use of four on-line circuits enables personnel to more easily cope with this increase in the workload, thus eliminating large backlogs. Traffic processed over the on-line systems is done more rapidly under normal conditions (excluding weather and faulty equipment interference) than when processed over the off-line system. Even greater efficiency is anticipated when the remaining two direct circuits are converted to on-line operation. Traffic utilizing off-line systems is given "A-1" priority, therefore bulk of manpower must be used in deciphering it.

The on-line circuit with the 3rd RSM was very unreliable during the entire month of January and circuit outage was very high due to maintenance on SSM4. Indications are that the 3rd RSM is short of maintenance personnel qualified to perform maintenance on this equipment; therefore as a result the circuit would be inoperative for a period of five or six hours waiting for a maintenance man to perform the necessary work.

During the period reported on considerable difficulty was encountered in complying with new instructions regarding routing of operational type traffic in codress form. Some Security Service units have not as yet been assigned routing indicators. Until routing indicators are obtained, the only alternative is to use procedure line 4 (T line) and delivery groups on traffic addressed to these units. It is felt that security wise this practice is not a good policy.

On 2 February 1953 two additional TWX's (SA 173 and SA 174) were installed. One is being utilized in the conference room for conference purposes and high precedence traffic and the other being in the on-line room for normal traffic.

On 3 February FGQ-1 tables were replaced with SSM3's on all on-line and conference room circuits with the exception of the on-line circuit to the 3rd RSM where SSM4 is still in use. The replacement of FGQ-1 tables with SSM3's saves considerable space and maintenance outage due to the compactness of these units. The only defect noted at the present time in the SSM3 is the switch for changing from clear text to cipher position.

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This type of switch has proven to be unsatisfactory in that it requires use of both of the operators hands to depress the release before moving the switch from one position to another.

On the 6th of February a room circuit was installed between the off-line and on-line cryptographic sections. The installation of this circuit permits the transmission of outgoing classified traffic from the off-line crypto section to the on-line crypto section over a secure circuit. Previously the messages had been hand carried between the sections. Under current operating procedures a comparison of the send and receive circuit logs on the circuit can be made which will reveal discrepancies, should such occur. This minimizes the chance of losing messages.

A curtain was installed in the on-line crypto section between the on-line Apollo positions and the TX and conference room. This permits uncleared personnel to enter the conference room or TX area for routine maintenance, physical inspections, etc., without closing down the entire operating area.

Lectures were conducted during the month of February by some of the Duty Officers pertaining to physical security. These lectures dealt in part with the handling of classified trash and the penalty of disclosing classified information whether accidental or intentional.

On the 26th and 27 of February Supervisory Tests were disseminated to all first three graders by the Crypto Security Officer. Completed test papers are being retained in the Communications Center for review

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and refresher purposes. The tests were administered to the supervisory personnel as a refresher on daily changing procedures, and to the other first three graders to acquaint them with the duties and responsibilities of supervisors, inasmuch as they are the potential supervisors.

Maintenance Section. During the period 1 January through 28 February 1953 Maintenance duties were more or less routine. However considerable line trouble was experienced with the Alaskan circuit. This was caused by bad weather and ice formations on the lines in Canada.

A new type punch block was installed on the typing reperforators in the Teletype Section. Trouble had been encountered obtaining punch blocks and their component parts of the type previously utilized in the reperforators therefore necessitating the change in equipment.

Additional power units that were requested in October have been obtained and are being kept in Hangar No. 9. These units are being maintained in a ready status and in case of a complete power failure they can be installed immediately.

Numerous teletype parts were received through normal supply channels during the period reported on. By receiving these back orders work outage decreased considerably.

The Maintenance Section performed the necessary installation of the room circuit between the on-line and off-line crypto sections. The installation of this circuit was necessary for increased security within the building. Prior to this installation all messages had to be hand

carried to the on-line section. Thus classified clear-text messages were carried through the teletype section which utilizes uncleared personnel.

Telephone Section. During the month of January 1953 four men in the telephone section were rotated back to the teletype section and four new men sent to the switchboard. This rotation is necessary to better qualify airmen for the 291 career field. Airmen in the Communications Center Operations Specialty are required to have a working knowledge of a Switchboard.

Numerous requests for installation of new phones were received from Security Service staff offices. These requests had to be returned to the originators unfulfilled due to nonavailability of equipment and lack of vacant lines. At the present time no solution has been found to this problem and possibly this situation will remain the same until the move of Security Service to Kelly Air Force Base. The necessary equipment is on back order but can not be procured at the present time. Offices requesting extensions and switches were advised these installations would be completed upon receipt of necessary equipment.

During the early part of February the Wire Officer initiated a memorandum to be distributed to all subscribers. The primary purpose of this memo is to expedite telephone service. It contains a list of common practices, the elimination of which, would aid the switchboard operators in providing better service. Suggestions from the operators were also included in the memo. At the present time the Operations Officer is reviewing the memorandum but it will be disseminated in the near future.

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The workload on the switchboard has increased steadily in the past few months to a point where the practice of utilizing two operators on the switchboard during peak periods only was resulting in slow service in non-peak periods. Plans have been made to place two operators on the switchboard at all times.

Statistical Section. Previously information compiled by this section for the Traffic Volume and Precedence Reports had been sent to the Command Communications Office. There it was being maintained daily on charts for both reviewing and planning purposes. As of 18 February word was received from the Command Communications Office to discontinue the practice of submitting the daily reports./[1] The information is still being compiled in the same manner, but being maintained only in the Communications Center. A report is now made monthly containing information gathered from the daily Traffic Volume and Precedence Reports. This report is then submitted to the Command Communications Office for their information.

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[1] Ltr, Hq USAFSS, CCO 319.1, Subj: Monthly Communications Report, TO: Commanding Officer, 6961st Comm Sq, dtd 18 Feb 1953. Exhibit 3

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CHAPTER V

TRAINING

Cryptographic Training Section. During the months of January and
February 1953, the training department gave special emphasis on the
training of all personnel in emergency keying procedures, the three
emergency plans (Fire Preparedness Plan, Emergency Destruction Plan,
Emergency Evacuation Plan), and paraphrasing requirements. All assigned
crypto technicians were individually given a fifteen-minute lecture and
demonstration in the use of the emergency key phrase for the BACCHUS and
HERMES cryptosystems. The training in emergency keying procedures will
be repeated every two months. All crypto personnel were directed to read
the three emergency plans before 1 March 1953. After that date, a test
will be prepared and released to insure that each person possesses a
thorough knowledge of the plans. Paraphrasing requirements were discussed
only with the crypto operators doing the actual routing and handling of
outgoing messages. Paraphrasing requirements will be discussed with the
remainder of the crypto operators during the months of March and April.

The Crypto Security Officer and Training Officer conducted an in-
formal training session with all routing and outgoing-desk personnel of
the four tricks. Highlights of the session centered around the proper
selection of cryptosystems and proper message format as prescribed by
JANAP 127A. There were four of these informal training sessions, one
for each of the four tricks, at which individual trick problems were
presented and solved.

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During January, nine airmen received the Indoctrination and Familiarization Course offered by the training department for all newly assigned personnel to this crypto center. Four of these airmen were experienced crypto-technicians possessing an AFSC 29250, and having recently returned from Security Service units overseas; the other five airmen were graduates from the cryptographic school at Scott Air Force Base, and were reporting to their first crypto center for duty as an AFSC 29230.

Fourteen airmen were graduated from the Indoctrination and Familiarization Course during the month of February; five of them were returnees from overseas units, and the other nine airmen were apprentice cryptographic operators reporting to their first duty station from the cryptographic school at Scott Air Force Base.

Extra training in cryptographic security measures was given to ten cryptographic operators who had committed procedure violations. This action was recommended by the Crypto Security Officer and Training Officer as a corrective measure to curb the recent increase of procedure violations committed by this crypto center during the past three months.

Training test #8, which is a test on local S.O.P. at this station, was revised to include recent changes of local operating procedures. Training test #9, which deals with cryptographic security measures, was released for testing. Cryptographic operators are required to obtain a score of 80 points or above in order to pass these tests. Approximately

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one-third of the operators failed to pass Training test #9, and will be required to take the test again at a later date. A test is being drafted on the ORCUS cryptosystem, and will be labeled as Training test #10; it will be released for testing during the month of March.

A special training course will be conducted for six airmen who failed to pass the Airman Proficiency Test (APT) for AFSC 29250 and AFSC 29270 which was given to them on 6 November 1952. Concentrated effort will be made to prepare these airmen for the second series of Cryptographic Technician Airman Proficiency Tests (APT) to be given during the month of May or June.

An SSO Training Program was established during the month of February 1953 whereby the cryptographic training department will conduct an On-The-Job-Training course for officers being assigned to an SSO activity./[1] This OJT course lasts ten days, and the following cryptosystems are covered: BACCHUS, VENUS, DIANA, and PYTHON. The first two students reported for instruction on 16 February 1953.

Four editions of the TRAINING BULLETIN were written and posted on the Operational Bulletin Board by the Training NCO during the month of January; two TRAINING BULLETIN's were published in February.

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[1] Ltr, Hq USAFSS, CCO 353, Subj: SSO Communications Training, TO: Commanding Officer, 6961st Comm Sq, dtd 7 Feb 1953. Exhibit 4

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Teletype Training Section. During the period 1 January 1953 through 28 February 1953 the Teletype Training Section continued briefing assigned personnel on all phases of teletype procedures. This constant training is highly important due to ever changing in-station procedures. During the early part of January tests were given to all personnel on the pertinent JANAP's, Air Force Regulations, and COI's. The test grades were maintained and posted on the Progressive Training Record.

On 14 January 1953 ten men from the 6923rd Personnel Processing Squadron were placed on Special Duty in the teletype section for training. For three days these men were assigned to the day shift for special training with the civilian in charge of the Training Section. At the end of this time the men were assigned to various shifts where their training continued in an OJT status.

During the month of February teletype operators who had been assigned to the Security Service Switchboard were rotated back to the teletype section. During their tour on the switchboard various changes were made in in-station practices. These changes necessitated orientation in the new procedures. The training instructor spent a few hours each day with these men bringing them up to date on the ever changing communications procedure.

In the latter part of February reviews of in-station practices, COI's, JANAP's and ACP's were given to all personnel by the civilian in charge of training.

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<u>Maintenance Training Section</u>. The training department is a newly im-plemented project within the Maintenance Section. It was set up in the early part of February. Due to the fact it has only recently been organized the full course outline has not been set up. However, plans are being made to expand the program to the extent that all phases of teletype maintenance are fully covered.

At the present time the Training NCO conducts a two hour training period each evening on the swing shift. This instruction includes circuit wiring, trouble shooting, installation and general maintenance on all teletype equipment. Photostats have been made of wiring diagrams and distributed to each man. Beginning in March 1953 tests will be given periodically. Records will be kept on the grades of each individual. The tests will be held in the maintenance section for reviewing purposes. Only form of tests being given at the present time are trouble shooting problems.

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CHAPTER VI

SPECIAL EVENTS

Sports Program. The forming of a Squadron basketball team was the first move in the sports program. It was received with a great deal of enthusiasm from Squadron personnel. 2nd Lt Dale P. Scannell has taken over the coaching of the team. Lt Scannell was a former basketball coach before his recall to active duty. The team is a member of the American League in the Base Inter-Mural Tournament.

Another phase of the Sports Program is the squadron bowling team. The first half of the league ended the first of February. The 6961st Communications Squadron was awarded a trophy for having taken 3rd place in the standings./[1] Twelve individual trophys were presented to members of the league and four were awarded to 6961st Communications Squadron personnel for high scores.

March of Dimes. The Squadron "March of Dimes" drive began 1 January 1953 with 2nd Lt George N. Ferguson as project officer. The "Plunk for Polio" idea was set up by the 6960th Headquarters Support Group and carried out in the following manner: A gallon jar was filled with water and a small ink well was placed inside. A man dropping a dime into the small jar was entitled to a day off. Later, Major Skarda, the Commanding Officer of the 6961st Communications Squadron, stated that four hours off would be granted for dropping either a nickle or a penny into the small jar. The members of the Squadron were very enthusiastic about this policy and cooperated to the

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[1] Photograph, Awarding 6961st Comm Sq bowling team trophy for 3rd place standing in league. Exhibit 5

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fullest extent. A total of $191.33 was collected by this method. Three
day passes were awarded pay day to three of the squadron personnel, accord-
ing to another policy set up by Group. The squadron stood in first place
in the per capita rating during the entire drive collecting a total of
$378.33. This amounted to $2.00 per man. A letter was received from the
Group Commander expressing his gratitude for the showing made by the
Squadron in the drive./[2] This letter was indorsed by Major Harold J.
Skarda, Commanding Officer of this unit, to all members of the organiza-
tion.

Morale. Morale among the men in the organization remains on a high plane.
The primary purpose of activating a Communications Squadron was to promote
closer liaison between operational and squadron activities. In keeping
with this purpose it is believed morale has improved considerably. The
gap between squadron officials and enlisted personnel in the operational
areas is being covered by close supervision of the needs of the men. The
discrepancies are more easily detected and solutions more promptly im-
plemented. The problems of the individual airman can more readily be
seen and understood when there is a close connection between the squadron
and place of duty. A feeling of belonging is promoted and with this feel-
ing comes higher morale among the personnel. It is also believed the well

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2 Hq, 6960th Hq Spt Gp, GPO-1 201.2, Subj: March of Dimes, to Command-
   Officer, 6961st Comm Sq, and 1st Ind, File & Subj, same as above,
   dtd 24 Feb 53   Exhibit 6

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organized sports program within the organization has contributed
greatly to the high morale of the men. The large turnout for the basket-
ball and bowling teams and anticipated turnout for the baseball team is
indicative of the high standard of morale in the unit.

Exhibit 3

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UNITED STATES AIR FORCE SECURITY SERVICE
BROOKS AIR FORCE BASE, TEXAS

CCO 319.1   18 Feb 1953

SUBJECT: Monthly Communications Report

THRU: Commanding Officer
            6960th Headquarters Support Group
            Brooks Air Force Base, Texas

TO: Commanding Officer
            6961st Communications Squadron
            Brooks Air Force Base, Texas

    1. Request your organization submit the Monthly Communications Report (RCS: AFS-H3) as required by USAF Security Service Regulation 100-3 starting with February 1953.

    2. The daily submission of the Traffic Volume Report will be discontinued upon receipt of this letter.

        BY COMMAND OF BRIGADIER GENERAL BASSETT:

                          /s/ Francis B. Morgan
                          /t/ FRANCIS B. MORGAN
                                Colonel, USAF
                                Command Communications Officer

GOT 319.1 (18 Feb 53)   1st Ind   19 Feb 1953

HQ 6960TH HEADQUARTERS SUPPORT GROUP, Brooks Air Force Base, Texas

TO: Commanding Officer, 6961st Communications Squadron, Brooks Air Force
    Base, Texas

              /s/ F. P. H.

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Exhibit 4

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UNITED STATES AIR FORCE INFORMATION SERVICE
BROOKS AIR FORCE BASE, TEXAS

CCO 353   7 Feb 1953

SUBJECT: SSO Communications Training

THRU: Commanding Officer
           6960th Headquarters Support Group
           Brooks Air Force Base, Texas

TO: Commanding Officer
           6961st Communications Squadron
           Brooks Air Force Base, Texas

    1. Reference is made to telephone conversation between Captain
Aderhold and Major Fogarty on 5 February 1953, concerning the SSO
Training Program. It is felt that the most economical and most satis-
factory method of conducting the SSO Communications and cryptographic
training is by on-the-job methods within the Headquarters Communications
Center. Accordingly DCS/Security, this headquarters, has been advised
that you will be requested to conduct this training.

    2. It is requested that you prepare a course outline covering
the necessary instruction and forward it to this office, and be pre-
pared to accept this training responsibility.

    3. The first two students to be trained will be available for
instruction approximately 16 February 1953.

            BY COMMAND OF MAJOR GENERAL LYNN:

1 Incl: /s/ Francis B. Morgan
  Cy DF Form   /t/ FRANCIS B. MORGAN
  Fm DCS/Security   Colonel, USAF
                                      Command Communications Officer

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Hq USAFSS CCO 353 Subj: SSO Communications Training

GOT 353 (7 Feb 53)   1st Ind   12 Feb 1953

H. 6960TH HEADQUARTERS SUPPORT GROUP, Brooks Air Force Base, Texas

TO: Commanding Officer, 6961st Communications Squadron, Brooks Air Force
      Base, Texas

1 Incl
  n/c

Hq USAFSS CCO 353, Subj: SSO Communications Training

353 (7 Feb 53)   2nd Ind

6961ST COMMUNICATIONS SQUADRON, Brooks Air Force Base, Texas, 24 Feb 53

TO: Commanding Officer, 6960th Headquarters Support Group, Brooks Air
      Force Base, Texas

1.   The Headquarters Communications Center has established an SSO
Training Program in accordance with letter, file CCO 353, Subject: SSO
Communications Training, dated 7 February 1953. This program will be
conducted within the Crypto Center under the supervision of 1st Lt
William C. Schaak, Crypto Security Officer. In view of the limited
space, and operational problems, it is requested that the number of SSO
students be held to a maximum of three (3) at any one time.

2.   Attached is the course outline and subjects to be covered in
ten (10) working days.

2 Incls: /s/ Harold J. Skarda
   1. n/c   /t/ HAROLD J. SKARDA
ADDED   Major, USAF
   2. SSO Training   Commanding
      Course Outline

TO: IN TURN   SUBJECT: SSO Training Program
               FROM: DCS/Security   DATE: 2 Feb 53   COMMENT NO: 1
Command Communications Office   Lt Hughes/pmh/577
DCS/Operations
DCS/Personnel

1. Reference is made to verbal conversation between Major Fogarty of SSO and 2d Lt Hughes of SDC on 30 January 1953.

2. It is recommended that the SSO training requirements presently assigned to SDC be revised in such a manner as to delete SDC's responsibility for teaching machine system operations. This recommendation is based on the following circumstances:

     a. SDC has personnel proficient and available to instruct in the policy and procedures for the security, distribution, and accounting of cryptomaterial. It does not have personnel either proficient or available to instruct in the field operation of that material.

     b. This office does not have a secure space available for holding the crypto devices necessary for instruction. This requires that those devices must be turned in at the end of each class and re-ordered for the establishment of each new class, a factor which hinders the rapid establishment of a class.

3. It is suggested that the CCO assume the requirement for teaching machine-system operation to the SSO's. This suggestion is based on the following circumstances:

     a. The CCO is responsible for operating cryptomaterial as a part of its service to this headquarters.

     b. The CCO has a Training Section established to provide for the OJT of their personnel, and the personnel available who are proficient in instructing machine-system operation.

     c. The CCO is presently accomplishing the requirement of this office in teaching machine-system operation for the SSO Training Program.

4. It is believed that a division of the present requirement into "The security of communication" for SDC, and "the operation of communications systems and devices" for CCO would improve the SSO Training Program. Also since the instructions supplied by CCO have been repeatedly cited for their proficient instruction, it is felt that such credit should be reflected directly to CCO rather than to SDC. Finally the CCO would have the prerogative of developing and adjusting their own schedules and cirriculi rather than following the schedules and cirriculi developed by SDC.

SUBJECT: SSO Training Program (Cont'd)

4. Upon concurrence of the above recommendations, this office will take action with DCS/Plans to have the program change reflected in the "Command Book". Until the change becomes effective in the "Command Book" it is recommended that the current requirement for SSO Training be divided as follows:

Item	Course	Instruction	Category	Hours
1	SDC Mission & Functions	SDC	Lecture	1
2	Cryptosecurity	SDC	Lecture	4
3	SSC-25 (D&A)	SDC	Lecture & Document	3
4	VENUS	CCO	Manual	4
5	BACCHUS	CCO	Machine	16
6	DIANA	CCO	Cipher	2
7	Message Preparation	CCO	Lecture	1
8	CommCenter Procedures	CCO	Lecture	3
9	SIGTOT	CCO	Machine	3

5. Comments from previous SSO students indicate that CommSec instruction such as Distribution and Accounting and Cryptosecurity has little meaning until instruction in machine operation has been received. On this consideration it is recommended that upon notification by PDC that a requirement for SSO training exists, coordination be affected between CCO and SDC in order that Comm Sec instruction can begin immediately after machine operation.

6. Reference attached copy of DF Form which notifies of present training requirement, SDC can supply its 8 hours of instruction on either 12 or 13 February.

7. This office is grateful for the assistance rendered by the CCO in past SSO training and will extend all possible assistance to CCO in formulating and executing its own program.

/s/ Blaine B. Menth
/t/ BLAINE B. MENTH
Lt Colonel, USAF
Ass't DCS/Security

Incl #1

SSO TRAINING COURSE OUTLINE

1st Day

0800-0850	VENUS
0900-0950	VENUS
1000-1050	VENUS
1100-1150	VENUS
Noon	
1300-1350	VENUS (Test)
1400-1450	SSO PREPARATION
1500-1600	SSO PREPARATION

2nd Day

0800-0850	DIANA
0900-0950	DIANA (Test)
1000-1050	BACCHUS
1100-1150	BACCHUS
Noon	
1300-1350	BACCHUS
1400-1450	BACCHUS
1500-1600	COMMCENTER PROC

3rd Day

0800-0850	BACCHUS
0900-0950	BACCHUS
1000-1050	BACCHUS
1100-1150	BACCHUS (Prev Maint)
Noon	
1300-1350	COMMCENTER PROC
1400-1450	BACCHUS (AFSAK 3000)
1500-1600	BACCHUS (AFSAK 3000)

4th Day

0800-0850	PYTHON
0900-0950	PYTHON
1000-1050	PYTHON
1100-1150	PYTHON (Test)
Noon	
1300-1350	COMMCENTER PROC
1400-1450	COMMCENTER PROC
1500-1600	COMMCENTER PROC

5th Day

0800-0850	BACCHUS (Review)
0900-0950	BACCHUS (Review)
1000-1050	VENUS (Review)
1100-1150	DIANA (Review)
Noon	
1300-1350	PYTHON (Review)
1400-1450	COMMCENTER PROC & SSO PREPARATION(Review
1500-1600	FINAL EXAMINATION & CRITIQUE

2nd Week

6th, 7th, & 8th Days

Assignment of SSO students to the Duty Officer on duty within the CommCenter during the hours of 1600-2359 hours. This assignment will enable the students to visually see the operations of the CommCenter during the peak work load.

9th & 10th Days

Students to be assigned to SSO to receive lectures and instructions on Crypto Security and Accounting Procedures.

Exhibit 8

RESTRICTED
INFORMATION
6961ST COMMUNICATIONS SQUADRON
BROOKS AIR FORCE BASE, TEXAS

ROSTER OF KEY PERSONNEL

Major Harold J. Skarda	Commanding Officer
Capt William H. Aderhold	Operations Officer
Capt William A. Love	Maintenance & Supply Officer
1st Lt Craig E. Colby	Crypto Custodian
1st Lt William C. Schaak	Crypto Security Officer
1st Lt Joseph P. Speight	Adjutant
M/Sgt Dale E. Rhoades	First Sergeant
M/Sgt Robert J. Harris	NCOIC Communications Center

HISTORICAL DATA REPORT

For The

6961ST COMMUNICATIONS SQUADRON

1 March 1953 - 30 April 1953

Prepared By

George N. Ferguson Jr.

GEORGE N. FERGUSON, JR.
1st Lt., USAF
Historical Officer

APPROVED BY:

William H. Aderhold

WILLIAM H. ADERHOLD
Capt., USAF
Commanding

Reports Control Symbol: 6961-2

TABLE OF CONTENTS

CHRONOLOGY OF EVENTS

DATE	EVENT
3 March 53	New system of five tricks placed into effect.
9 March 53	Tour of new Security Service building by key personnel from 6961st Communications Squadron.
13 March 53	Airman Proficiency test scores received for teletype maintenance personnel.
20 March 53	Correspondence received from 6960th Headquarters Support Group outlining new clearance and badge system.
24 March 53	Comm Center Duty Officers placed on orders as Top Secret Control Officers.
1 April 53	Complete power failure of all electrical facilities.
6 April 53	Correspondence initiated by this unit requesting increase of priority for hiring civilians.
13 April 53	USAFSS Regulation 100-4 placed into effect.
17 April 53	Squadron policies published.
24 April 53	Maintenance Officer relieved from duty to attend Ground Electronics Officers Course.
30 April 53	Two EMERGENCY messages received for Commanding Officer, Brooks Air Force Base.

CHAPTER I
ORGANIZATION

Mission. The 6961st Communications Squadron was activated 1 October 1952 with Major Harold J. Skarda as Commanding Officer. The mission of this Squadron is to serve as a Communications Center for Headquarters USAFSS and Brooks Air Force Base. It is the responsibility of this Communications Center to process all incoming and outgoing traffic transmitted by electrical means.

Purpose. The purpose of the forming of this organization was for better control of personnel. Before the forming of the unit difficulty was encountered coordinating Squadron duties with those of assigned jobs. The Communications Center is operated on a twenty-four hour basis which necessitates shift work. Men working irregular hours require closer liaison between operational activities and Squadron activities.

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SECURITY INFORMATION

C H A P T E R   I I

P E R S O N N E L

The assigned strength of the 6961st Communications Squadron as of 30 April 1953 was 199 airmen and 12 officers. The authorized strength was 165 airmen and 10 officers./[1]

During the month of March four airmen were transferred to other Security Service units, two airmen departed for technical schools, two were discharged due to expiration of enlistments and two airmen who were serving on indefinite enlistments resigned. These resignations are apparently the result of the inequities of the Indefinite Enlistments established by the Airman's Career Program. Airmen who were induced to enlist under this program have lost mustering out pay, accrued leave pay, travel pay and the opportunity to reenlist at more desirable stations. They are subject to overseas assignments more frequently than personnel on specified enlistments.

On 13 March 1953 the proficiency test scores for the teletype maintenance personnel were received and all personnel who took the test passed successfully. They are now eligible for upgrading in Air Force Speciality Skill levels.

On 26 March 1st Lieutenant James Huey was assigned to the 6961st Communications Squadron and placed on duty in the Communications Center as a Duty Officer. He was assigned to the newly formed "E" Trick.

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1 Morning Report, 6961st Communications Squadron, dtd 30 April 1953.

Exhibit 1

SECRET

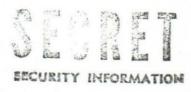SECURITY INFORMATION

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SECURITY INFORMATION

During the month of April this unit lost six airmen to overseas assignments, two airmen to the 6969th Armed Forces Security Squadron, and two airmen were reassigned to units on the Base.

The personnel situation, however, was not all losses during April, as ten airmen were reassigned to this organization from overseas stations and four airmen were transferred from other units on this Base.

The critical personnel shortage experienced in March improved somewhat in the latter part of April. Airmen in both the 292X0 (Cryptographic) and 291X0 (Teletype) fields presently assigned to overseas units have been earmarked for the 6961st Communications Squadron.

On 24 April 1953 Captain William A. Love, the unit Maintenance and Supply Officer departed from this station to attend the Ground Electronics Officers Course at Keesler Air Force Base, Mississippi. He was replaced by Captain Harry W. Hecht./[2]

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2 SO, No. 40, 6961st Communications Squadron, dtd 17 April 1953

Exhibit 2

SECRET

SECURITY INFORMATION

C H A P T E R   I I I
A D M I N I S T R A T I V E

During the period reported on considerable emphasis has been placed on preparing for the anticipated move to Kelly Air Force Base. Conferences between the Commanding Officer and the various section heads were conducted to study floor plan and allotment of space. As an outcome of these meetings a tour was made through the new Security Service building and surrounding grounds by key personnel from the 6961st Communications Squadron on 9 March 1953. The primary purpose of the tour was to better acquaint the section heads with the space they will be utilizing when the move is made.

The loading plan for the equipment in use at the present time in the Communications Center and Orderly Room has been drawn up showing both weight and size of all supplies. In the event equipment is received or lost this change is made on the plan in order to keep it current at all times.

At the present time an officer from the Command Communications Office is on TDY at Kelly Air Force Base. This temporary duty assignment is for the purpose of preparing a Tech Control Console. This equipment will be set up and in working order when Security Service takes permanent possession of the new site. Its purpose is to better diagnose causes of circuit outages. The Tech Control Console will better show if the outage is caused by faulty equipment or trouble in the lines, and where the difficulty is originating. By localizing the trouble and determining the origin, whether

SECRET

it be this station or the termination point of the circuit, outage time can be cut to a minimum – thus providing better and quicker service.

Correspondence was received on 20 March 1953 from the 6960th Headquarters Support Group outlining the clearance system to be implemented upon the move of Security Service. The system will vary considerably from the system presently set up within the command. In conjunction with this notification a roster of personnel assigned to the 6961st Communications Squadron was prepared showing type of clearance required by each individual under the new policy. A thorough investigation was conducted to determine the type of clearance required by all personnel. Due to the nature of the work performed in the Communications Center care must be taken to see that operating personnel are properly cleared to handle traffic being processed.

On 27 March 1953 M/Sgt Dale E. Rhoades, First Sergeant, resigned from the Air Force under the provisions of Air Force Regulation 39-15. M/Sgt Robert J. Harris assumed the duties of First Sergeant.

The Squadron Policies as set up by the Commanding Officer were published and became effective on 17 April 1953./[1] These policies were established to insure a properly functioning organization.

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[1] Squadron Policy File, No. 1 thru 19, 6961st Communications Squadron, dtd 17 April 1953.

SECRET

Exhibit 3

C H A P T E R   I V
O P E R A T I O N S

Cryptographic Section. During the period reported on the test messages utilizing the Orcus cryptosystem were continued with the 34th Radio Squadron, Mobile. These tests, which began 7 January 1953, are being conducted in an effort to eliminate transmission difficulties apparently being encountered at major relay station at Sidi Slimane, French Morocco. Off-line five letter traffic is received in perfect condition, however, off-line scramble tapes are consistently dropping characters which makes decipherment difficult. This station is transmitting a limited amount of bonafide traffic in addition to daily test messages. This action was begun the latter part of March. Although not consistent, and with no logical explanation, to date, a very high percentage of the bonafide messages are decipherable and usable, whereas, a majority of the test messages are undecipherable and/or so many characters lost in transmission that copy is garbled so badly that it is unuseable even though it can be deciphered completely. As an example, on the 8th of April 1953 eight bonafide messages were received, seven of which were perfect copy. On the same day five test messages were received, one of which was not decipherable, one partially decipherable and the other three badly garbled throughout the entire message.

Tapes of off-line scramble test messages are still being mailed back to this Squadron on a weekly basis so they may be used as a means of

trying to determine the exact difficulty and take necessary corrective action. Study of Orcus traffic during the last thirty days does indicate a decided improvement and it is felt at this time that there is a possibility of eliminating trouble and thereby permitting full utilization of Orcus cryptosystem with this unit.

Five tricks of approximately 21 men per trick were organized replacing former duty schedule of four tricks with approximately 26 men per trick and placed in effect on 3 March 1953. This was accomplished primarily in the interest of raising the operating efficiency and production per man-hour of operators. A perusal of procedural errors committed by cryptocenter personnel, prior to initiation of five shifts, revealed that in a majority of the cases the error was committed during the last two hours of duty on an eight hour shift. In view of above, and in accordance with Communications Electronics Instructions (CEI's) and experience at this station, revision of tricks permitted four tricks to cover a 24 hour period instead of three which was formerly the case under the old schedule. This cut down the number of hour worked on one shift from eight to approximately six. Experience has shown that average cryptographers under normal operating conditions cannot operate at peak efficiency and accomplish maximum production beyond a six hour period at any one time. Longer hours show a decrease in production and an increase in security errors. Of course, sufficient time has not elapsed to draw any conclusive comparisons with former shifts on procedural errors and man-hour production. However, to

date, it is well to note that procedural errors acknowledged for the reporting period are lower than was noted in previous months traffic under old schedule. Production per man-hour has definitely increased due to the fact that 21 men per trick with shorted hours are carrying a higher workload than 26 men per trick on eight hour shifts. In addition, no backlogs have been encountered even though the total number of groups processed has increased considerably. Canvas of personnel also reveals that new shifts are very popular with operators, therefore, morale was boosted.

In the past it has been the policy to assign a man to a particular position and permit him to remain there. However, as a result of the change in the number of shifts there has been a slight deviation from this policy in some instances. When the traffic load picks up some trick chiefs have had to revert back to switching men from one section to another. This is due to the shortage of personnel. It is the general opinion that when a man is permitted to remain at one position his proficiency is much greater than when moved around from one machine to another. These difficulties are being worked out, however, and the men have given their full cooperation. The majority of the operating personnel think highly of the change in shifts and hours and are very willing to face a few hardships in the beginning in order to realize the full benefits of the change in the future.

On 24 March 1953 Special Orders No. 31 was published appointing the Communications Center Duty Officers as Top Secret Control Officers for the purpose of handling Red Line messages./[1] These orders were published in

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<u>1</u> Special Orders No. 31, 6961st Communications Squadron, dtd 24 March 1953

Exhibit 4

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accordance with Air Force Regulation 100-3 as amended. This is a means of insuring faster delivery of these high precedence messages.

USAF Security Service Regulation 100-4 pertaining to teletype conferences, dated 26 January 1953, was received by this unit and placed into effect on 13 April. The advent of this regulation has proved very beneficial to the Communications Center. Previously difficulty had been encountered in the scheduling of conferences between this Headquarters and units in the field. Since the Regulation was placed into effect informal conferences have decreased at least 90%. Use of official messages in lieu of conferences not only speeds up the processing time by the Communications center but cuts down the TWX bills considerably, therefore being very desirable from an economical standpoint.

Teletype Section. During the month of March this section experienced an all time high in processed traffic. The Group Count total for March was 16,610,678. This is the largest total ever handled in this Communications Center. A year ago this center was processing approximately half that amount. However, due to consentrated effort on the part of the operating personnel and supervisors no back log occurred.

Personnel losses have been high in this section during the reporting period. One trick chief and two assistant trick chiefs were lost to overseas assignments in March. These reassignments and the initiation of five shifts left the section very short of experienced operating and supervisory personnel. When the change in the number of shifts was made the personnel assigned had to be spread over five tricks. Through coordination with

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Command Personnel arrangements were made to place airmen from other organizations on special duty with this unit. These personnel are from the 6923rd Personnel Processing Squadron, the 26th and 84th Radio Squadrons, Mobile.

The assignment of these special duty personnel has relieved the situation somewhat, but much time and effort must be spent training these men before any real benefits can be realized. Also the unit has no assurance as to the length of time these men will be on duty in the Communications Center.

Difficulty has been encountered in obtaining civilian telegraphic typewriter operators to fill existing vacancies in the Communications Center. On 11 February correspondence was received from the Civilian Personnel Division informing this unit of the freeze on civilian employment. At that time only one teletype operator position was vacant. However, since that date another vacancy has occurred. With the decided increase in the traffic load these two unfilled positions have placed a hardship on the already hard hit section.

On 6 April 1953 correspondence was initiated by this unit to the Civilian Manpower Board requesting an increase in priority for hiring civilian employees./[2] Expansion of the duties of the teletype operator has brought about a dire need to fill the existing vacancies, therefore necessitating this request. An answer was received on 9 April 1953 to the effect

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2 Disposition Form to Civilian Manpower Board from Hq USAFSS Comm Center, Subj: Request for Increase of Priority for Hiring Civilians, dtd 6 Apr 53.   Exhibit 5

that action would be taken to fill existing vacancies as soon as possible./[3]
Attached as an Inclosure to this correspondence was a letter from Head-
quarters USAF Security Service informing this organization of the number
of civilian positions it would be authorized under the July 1953 T/D.
The new T/D calls for fifteen civilian positions which is one less than
present T/D shows. Action will be taken at a later date to effect this
change.

During the month of April eleven more personnel from the 6923rd
Personnel Processing Squadron were placed on special duty in the tele-
type section. Thus bringing the total special duty strength up to 21
airmen.

On 1 April a complete power failure of all electrical facilities
occurred in the Center. Two emergency power units had been set up for
just such an occasion./[4] Only one unit being utilized at a time and the
other in a standby position. However, when the switch over was made it
was found that the units could not facilitate the load required to handle
equipment needed. One unit was found to be defective and has since been
repaired. But it was learned that one unit cannot carry the entire load
of electrical devices in the center. In the event of another power failure
only that teletype equipment that is absolutely necessary will be in use.

On 30 April two EMERGENCY messages were received for the Commanding
Officer, Brooks Air Force Base. They were delivered with a delay of approx-
imately two to five minutes. This low bogey time could be considered a

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3 Disposition Form, From DCS Plans to CSO, Subj: Request for Increase of
   Priority for Hiring Civilians, dtd 9 Apr 53   Exhibit 6

4 Historical Data Report, Communications Squadron, dtd 1 Jan 53 -
   28 Feb 53, Chapter IV, page 8

pat on the back to the training sections within this unit.

The total traffic handled for the reporting period was:

March	16,610,678	groups
April	15,620,617	groups
TOTAL	32,231,295	groups

Maintenance Section. The Maintenance Section of the 6961st Communications Squadron performs all maintenance on teletype equipment in use in the Communications Center. Therefore the duties remain about the same from month to month.

Circuit outages remain an ever present problem to the maintenance section. However, outages decreased slightly during March and April except for the Alaskan circuit. Ice formations on the lines in Canada are believed to be the cause of this difficulty.

Trouble has been encountered with the room circuits (Pony circuits) in use in the center. The primary cause of this trouble is due to the circuits being overloaded. They are being utilized for the purpose of transmitting traffic from one section of the comm center to another. It is felt this is a direct result of the increased traffic load recently experienced by this unit. Due to the concentrated efforts of the maintenance men and the special attention given the circuits the trouble has been controlled.

Experience has proven the tape tension levers on the reperforators to be a delicate piece of equipment and must be handled with care. Operators have been cautioned not to snap the levers carelessly. This causes

them to break thus putting the equipment out of commission. Maintenance men have concentrated on the proper adjustment of the lever to eliminate this discrepancy.

The circuit outage time on the Japan circuit was rather high in April due to bad lines and radio equipment. However outage time on the on-line circuits has dropped considerably.

Numerous improvements have been made on the equipment utilized for testing machines in use in the center. The wooden bench set up in the maintenance section for testing equipment has undergone improvements construction wise during April. Various devices have been added to this bench for checking equipment that has been reported as faulty. These additions and improvements have been made by the men assigned to the section.

C H A P T E R   V
T R A I N I N G

<u>Teletype Training Section</u>. During the month of March training in the
Teletype Section was limited, due to the shortage of personnel and heavy
work load. However, when conditions permitted training was centered
around the airmen eligible to take the 29150 (Sr Communications Center
Specialist) AFSC test. There will be approximately thirteen airmen
eligible to take this test which will be conducted during the month of
May.

The airmen concerned were lectured in all required publications such
as USAF Provisional Tape Relay Procedures, pertinent JANAP's and COI's.
Tests were also given on the various teletype procedures covered.

During the last week in March and the early part of April 21 men
were placed on special duty in the teletype section. These men were
turned over to the civilian in charge of training and were lectured on all
phases of teletype procedures. They were briefed on in-station practices
and began practical training on the incoming and outgoing circuits. When
they became familiar with all phases of teletype operations they were
assigned to duty shifts. The assignment of these special duty personnel to
shifts relieved the personnel shortage to the extent that training could
again be resumed in the normal manner. More time could then be devoted to
the airmen eligible to take the 29150 AFSC test. A lesson plan containing
approximately 125 questions and answers was prepared and distributed to all
shifts. This plan was drawn up to more thoroughly orientate airmen for the

test. It included all phases of teletype procedures and information taken from required reading.

All training charts and records have been brought up to date to include new personnel. Many airmen have been transferred to other unit, therefore necessitating revision of all charts and records.

Cryptographic Training Section. The subjects that received special emphasis by the training department during the month of March were: Preventive Maintenance, Redline Messages and AFSAK 3000 messages. Although preventive maintenance is not performed by crypto operators at this station, (instead it is performed by qualified maintenance men), it is still the responsibility of all crypto operators to possess sufficient knowledge of preventive maintenance procedures. The operators were instructed to read the paragraph of the maintenance document that pertains to preventive maintenance, and following, a comprehensive reading test was executed to determine if the desired information was committed to memory. Drill messages were prepared for training purposes utilizing redline and AFSAK 3000 message procedures. Operators were presented with these messages and tested on their ability to recognize and properly handle such messages.

Considerable emphasis has been placed on improvements within the training section when the move is made to Kelly Air Force Base. The training section is hindered somewhat due to the fact that the training must be conducted in the operational area. However, it is anticipated that a separate section will be devoted to the cryptographic training program in

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the new Security Service building. This will create an atmosphere much more conducive to classroom instruction. A proposed training program was prepared by the training officer to fulfill needs of this section after the move is made. Tentative plans include one Training Officer, one Training NCO and five instructors. This section will be prepared to conduct a six week minimum course for 60 trainees. Trainees will include personnel reporting to duty with the Communications Center and personnel from SSO activities. This program will be handled as an "On-the-job Training School.

The NCO in charge of training underwent an OJT Administrator Supervisor Course at Sheppard Air Force Base during the first part of the reporting period. Upon his return effort was concentrated on standardizing and maintaining the OJT program at this cryptocenter in accordance with Air Force Regulation 50-23. While attending this course the Training NCO acquired pertinent pamphlets, books, documents and directives concerning on-the-job training to be used for reference and/or file.

Training, during the months of March and April, has centered around newly assigned airmen, consisting of returnees from overseas stations and airmen reporting to this station directly from technical school. These airmen received indoctrination and familiarization with cryptographic operating procedures employed by this cryptocenter, prior to their assignment to duty on tricks.

Another phase of training was that offered to personnel from SSO activities. The course of instruction consisted of 30 hours concentrated

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training with message center, communication center and cryptographic procedures normally utilized by SSO offices. Included with the course is training and familiarization with BACCHUS, VENUS, PYTHON and DIANA cryptosystems.

The special training topic for the month of April was teletype machine functions. Due to the numerous errors committed by cryptographic personnel poking tapes and omitting important machine functions, a vigorous campaign was undertaken to familiarize and instruct all cryptographic personnel assigned to this communications center. Each of the five tricks received a special training session which consisted of a lecture, demonstration and test exercise.

The five airmen undergoing On-The-Job training are nearing the completion of their course outline, and will be ready to take the 29250 Airman Proficiency Test that is scheduled for 25 May 1953. Upon completion of the test, these airmen will be eligible for upgrading of AFSC if they have attained a passing score on the test.

Training charts were established in April so that a graphic picture may be presented of training progress from week to week. The chart gives a break-down of training into four types:

 a. Formal OJT

 b. Proficiency OJT

 c. Airman Proficiency Test (APT) tng

 d. In-Station tng

For every hour of training given per individual, a record of such training shall be credited to him on this chart.

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A new cryptosystem known as LUCIFER is to be placed into effect on 1 May 1953. Therefore, an intensive training program was launched the latter part of April to prepare the crypto operators for this new cryptosystem. There were also two changes in operation for the BACCHUS cryptosystem; plus numerous changes to AFSAG 1210A. These changes were disseminated to all tricks in the form of training bulletins and training lecture.

A practice drill was executed in handling REDLINE messages, whereby a training message of 58 groups was treated as a REDLINE message. Delta trick received this message, routed it, enciphered it, checked it, and transmitted it in twleve minutes. It is expected that a REDLINE message of approximately 50 groups will be processed by a cryptocenter in ten minutes.

Maintenance Training Section. During the month of March training in the Maintenance section has centered around the basic fundamentals of the wiring of the M-19 table and base. The theory involved was carefully reviewed by the men before the actual wiring was performed. Quite a bit of emphasis has been placed on this phase of the training. The reason for this is that the average maintenance man has a limited knowledge of the wiring of the M-19.

Being a newly implemented section the training NCO has spent a considerable amount of time with the OIC of the Maintenance Section preparing a course outline. Difficulty has been encountered divising the most practical method of maintaining records.

The proper use of pertinent test equipment was also included in the training outline during March. This included the I-193 for relay adjustment and the TS-2-TG for a fox test and distortion control. The correct utilization of the test equipment is very vital to a maintenance man, therefore it must be covered in detail in the training program.

The training has been hampered somewhat due to the lack of space and spare equipment. However, it is believed this obstacle cam be overcome in time.

Training plans in April included the lubrication and trouble shooting of teletype equipment. Special emphasis was placed on the lubrication of the equipment as it is one of the most important factors in keeping machines operating correctly. Trouble shooting procedures were also stressed in order to localize difficulty as quickly as possible. Once the trouble is located corrective action can be taken immediately, thus cutting down circuit outage time.

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C H A P T E R   V I
T E L E P H O N E   S E C T I O N

During the period reported on few changes were made in this
section. Three additional telephone maintenance men were assigned to
the Telephone Section. These men possess a 36250 AFSC, Inside Plant
Maintenance Man. The training of these men included thorough coverage
of the automatic dial system. These men have been sent to Kelly Air
Force Base to aid in the preparation of the new automatic dial system
to be utilized in the Security Service building.

The difficulty in obtaining the equipment necessary to fulfill
the mission of the section has greatly hampered their capabilities.
Repeated requests for installation of new office phones were received
but can not be accomplished due to the lack of equipment. Subscribers
who have initiated these requests for new phones or switches have been
notified of the unavailability of these items and were placed on a wait-
ing list.

The section has also been faced with a shortage of $1\frac{1}{2}$ volt batteries
and W-117 Wire (inside wiring), the latter having been replenished late
in the month of March.

Several sections within the Security Service have requested changes
in or moves of their telephone facilities. These moves and changes have
been hampered due to the shortage of black and white twisted pair wire
necessary to accomplish the task.

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SECURITY INFORMATION

Two airmen (AFSC 29130) were transferred from the Teletype Section to the Security Switchboard in order to round out their training as Communications Center Specialists.[1]

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[1] Historical Data Report, 6961st Communications Squadron, dtd 1 January - 28 February 1953.

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CHAPTER VII

SPECIAL EVENTS

The sports program is still being met with much enthusiasm. This is partly due to the fact that all sports are given the complete support of the Squadron. The uniforms are furnished and paid for by the Squadron Unit Welfare Fund.

A volley ball team was formed within the Base Inter-Mural tournament. The 6961st Communications Squadron team came out first place winners.

The Squadron basketball team took a third place stand in the Base Inter-Mural Basketball tournament.

The need for better sports facilities in the Squadron has been apparent for quite some time. Therefore, in the latter part of April a volleyball court and horseshoe pits were erected near the Squadron Orderly Room. These facilities have been met with much enthusiasm by unit personnel.

INDEX TO EXHIBITS

HISTORICAL DATA REPORT

For The

6961ST COMMUNICATIONS SQUADRON

1 May 1953 - 30 June 1953

Prepared By

George N. Ferguson Jr.

GEORGE N. FERGUSON JR.
1st Lt., USAF
Historical Officer

APPROVED BY:

Harold J. Skarda

HAROLD J. SKARDA
Major, USAF
Commanding

Reports Control Symbol 6961-3

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CHRONOLOGY OF EVENTS

DATE	EVENT
1 May 1953	Institution of new procedure for reporting cryptographic errors
9 May 1953	Test initiated on on-line circuit between this station and 3rd Radio Squadron, Mobile
24 May 1953	Transmitting of off-line scrambled tapes resumed by 34th Radio Squadron, Mobile
25 May 1953	Fire Preparedness Plan revised and distributed to all personnel
10 Jun 1953	Request initiated to Manpower Section to convert civilian T/D spaces to military T/D spaces
12 Jun 1953	Tour of Security Service building at Kelly Air Force Base by members of Unit Fund Council
16 Jun 1953	Model 15 teletypewriter installed on receive end of Pony circuit between the cryptographic and teletype sections
30 Jun 1953	Agreement made with 2nd Radio Squadron, Mobile whereby daily closures are sent on messages which come to this station via courier

CHAPTER I

ORGANIZATION

<u>Mission.</u> The 6961st Communications Squadron was activated 1 October 1952 with Major Harold J. Skarda as Commanding Officer. The mission of this Squadron is to serve as a Communications Center for Headquarters USAFSS and Brooks Air Force Base. It is the responsibility of the Communications Center to process all incoming and outgoing traffic transmitted by electrical means.

<u>Purpose.</u> The purpose of the forming of this organization was for better control of personnel. Before the forming of the organization difficulty was encountered coordinating Squadron duties with those of assigned jobs. The Communications Center is operated on a twenty-four hour basis which necessitates shift work. Men working irregular hours require closer liaison between operational activities and Squadron activities.

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CHAPTER II

PERSONNEL

The total assigned strength of the 6961st Communications Squadron as of 30 June 1953 was 188 airmen and 10 officers. The authorized strength remains the same; 166 airmen and 10 officers./[1]

Personnel losses during the reporting period were extremely high. Included were: three airmen were lost due to discharge, 32 were transferred to overseas units, 4 to Zone of Interior units. Two airmen left this base to attend officers candidate school and one airman transferred to Stewart Air Force Base for the purpose of attending West Point. Also during the month of June two teletype operators were placed on TDY to Scott Air Force Base for the purpose of attending Cryptographic Operators Course.

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1. Morning Report, 6961st Communications Squadron, dated 30 June 1953
Exhibit 1

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CHAPTER III

ADMINISTRATIVE

On 10 June 1953 this organization initiated a request to the Manpower Section to convert two civilian T/D spaces to military T/D spaces. The spaces to be converted included one civilian 29150 Communications Center Specialist to a 29170 Communications Center Supervisor, T/Sgt and one civilian 29250, Cryptographic Operator to a 29270 Cryptographic Operations Supervisor, T/Sgt. This was a result of the rapid turnover of civilian employees in this Center. The factor of stability for which the spaces were originally acquired has not produced the desired results. Therefore, it is felt personnel in the regular Air Force will be more permanent than civilians performing the same duties./[1] Teletype personnel are very vital within an organization of this type, emphasizing the importance of keeping the positions filled with experienced personnel at all times.

All civilians assigned to this unit were notified of the request for conversion of the two civilian spaces. They were called in in a body and told of the need of this action. This was to eliminate the possibility of the information reaching them in a distorted manner. It was further explained that should the positions presently filled become vacant in the future, they too will be converted to military slots. However, no action

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1. Disposition Form, to CPOD from 6961st Comm Sq, Subj: Conversion of T/D spaces, dated 10 June 1953.   Exhibit 2

SECRET

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will be taken to establish them as military positions as long as they are occupied by a civilian. If at any time in the future a civilian teletype operator resigns that vacancy will be converted. This, however, applies only to the operating positions. The administrative and supervisory jobs will still be held by civilians.

Pursuant to the figures contained in the Monthly Communications Report for May, dated 12 June, it has been suggested to discontinue one of the TWX facilities utilized by this organization. Paragraph 3a, USAFSS Regulation 100-7, dated 13 April 1953, gave this station the authorization to transmit BACCHUS traffic destined for SSO's over the AIRCOMNET instead of sending it direct to them via TWX. By so doing the traffic transmitted has steadily dropped. It is believed by discontinuing the facilities of either TWX SA 173 or TWX SA 174 it would prove much more practical from an economical stand point, as shown by the following figures:/[2]

	MARCH	APRIL	MAY
TWX SA 115	382,914	217,952	83,144
TWX SA 173	34,458	29,674	2,245
TWX SA 174	67,593	69,056	13,705
TOTAL GROUPS	484,965	316,682	99,094

The final wiring and testing of the Tech Control Console, being installed in the new Security Service building, is progressing at maximum rate. Two officers and several airmen from the Maintenance Section of

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2. Figures taken from Monthly Communications Report for May, dtd 12 June 1953, RCS: AFS-H3, as set up by USAFSS Regulation 100-3, dtd 10 Apr 53.

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this organization have been going daily to Kelly in order to assist the
officer from the Command Communications Office who has been working on
the Console since March./³ It is anticipated this equipment will be set
up and in working condition by the time Security Service is ready to take
possession of the building.

During the early part of June the members of the Unit Fund Council
made a tour of the new building and surrounding grounds. It was noticed
during the tour that there were no locks on the individual rooms in the
barracks to be occupied by 6961st Communications Squadron personnel.
Action has been taken to determine whether it is permissible to procure
door knobs with locks inserted in order to eliminate the necessity for
three individual locks on each of the three individual cabinets inside the
rooms. This suggestion was met with some controversy during the Unit Fund
Council meeting that was held a few days after the tour was made. Hence-
forth, a poll was taken by representatives from each section within the
organization to determine the method preferred by the airmen. A special
meeting of the Unit Fund Council will be called at a later date and find-
ings of the poll will be reported. If the findings indicate the airmen
prefer door locks to cabinet locks the Unit Fund will provide the money
on a loan basis to purchase them. However this money will be put back in-
to the fund as personnel will be required to make a deposit on the lock.
If at any time a man is transferred or for any reason moves from the
barracks a third of the deposit will be returned to him. The airmen them-
selves, however, will make the final decision.

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3. Historical Data Report, 6961st Communications Squadron, dated 1 Mar 53
   to 30 Apr 53

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The airmen returning from tours in an overseas station still present a problem within the unit. The majority of the returnees are in the First Three Grader category, possessing 50 level AFSC's. Our T/D, being what it is, limits the progression of these men to 70 level AFSC's. This situation is not conducive to high moral in the Squadron. When a man feels he has reached the highest point he can obtain and still only possesses a 50 AFSC his initiative begins to drop. The 30 level, or lower grade airmen are also effected by this situation in that they are stymied in their present AFSC. They feel there is no chance for upgrading or promotion as there are no vacancies in the higher level specialities.

At one time it was felt the solution might lie in the reassignment of personnel in this organization to the 8th Radio Squadron, Mobile. This would make it possible for an airman to be placed in a slot where he could possess a higher Air Force Speciality. However, after delving further into the situation it has shown this may not prove fully satisfactory. The AFSC problem would be solved but administrative control would have to be re- linquished. One of the primary reasons for the forming of the 6961st Comm Squadron was for better control of personnel working within the Comm Center. Closer coordination between squadron activities and operational activities is required when men are working irregular hours. Definite problems would be encountered over such things as Charge of Quarters duty, dining hall attendant duty and inspections and/or parades.

At this time there seems to be only one answer; namely, more work and longer hours for the authorized assigned personnel. Revisions are being

submitted requesting increase of authorized strengths for the purpose of obtaining approval in principle and then wait for availability of spaces to permit T/D revision by Manpower.

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CHAPTER IV

OPERATIONS

Teletype Section.   This section was hampered somewhat during the early part of the reporting period due to the loss of six experienced operators. This, along with the assignment of inexperienced special duty personnel from the 6923rd Personnel Processing Squadron has produced a drop in the operating efficiency of the section. As a direct result of these factors transmitting errors of traffic being transmitted to JWF (Carswell Air Force Base) have increased seven per cent. Through concentrated effort of all concerned, it is believed this obstacle can be overcome. More time must be devoted to training of these special duty airmen in order to bring their operating efficiency up to that of an experienced operator.

The incoming services* for this section increased some 200 per cent during the month of May. The reason for this is not known. It has, however, placed a hardship on this station as operators have to repoke a large amount of these services. The number of services decreased somewhat in June, but to no great extent.

Procedural errors made by personnel at this station began to decrease about the middle of June. A system was started on the swing shift whereby all outgoing traffic is monitored. This tends to make personnel more aware of their errors.

In the past teletype personnel had been running the Pony circuit in the Crypto Section. This policy was changed during the month of June. Crypto operators are handling the room circuit at the present and it is

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* Service Message - Request for rerun of message that was not received or was received garbled.

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anticipated this will remain a crypto function. The primary reason
this change was necessary was due to the lack of cleared teletype operators.
A complete clearance is necessary before entry can be made into the crypto
center. By utilizing teletype operators on the circuit in the crypto section
a personnel shortage was felt in the teletype section.

A monitor circuit was also added to the Pony circuit from the Crypto
Section. This enables the teletype section to maintain a file of all in-
coming traffic from the cryptographic section.

The traffic load for the reporting period was as follows:

May   13,380,742 groups   45,265 messages
June   15,363,214 groups   47,455 messages

The daily average group count for the month of May was 431,637 and
for June it was 512,107.

The daily average group count for the preceding six months for the
month of May was 437,546 and for June it was 465,997.

The daily average group count for the preceding twelve months for
the month of May was 399,692 and for June it was 417,564.

Cryptographic Section. On the 9th of May, a test was initiated between the
USAF Security Service and the 3rd Radio Squadron, Mobile on-line circuit.
It was set up in an effort to test the TT21 which is being utilized for
PYTHON type operation. This test involved the placement of TT21's on both
the send and receive sides of the circuit in order to utilize one time
tapes. These newly produced tapes are mounted on large reels which will
run constantly for five hours. These rolls are transmitted continuously,

twenty four hours a day, in an effort to eliminate possibility of monitoring stations determining volume of traffic passed over this circuit. The SSM-4 (Synchronous Teletype Mixer) is also utilized for this test. To date the results have not been entirely satisfactory due to the fact line outage has been high. It is anticipated this Communications Center will soon revert back to 2-1 operation on this circuit.

At the request of AACS, the 34th RSM resumed transmitting off-line scrambled tapes (ORCUS) for testing purposes on 24 May 1953. These tests were discontinued during the month of April, however, it was deemed feasible to resume them again. These tests are still being conducted in an effort to determine the cause for garbled traffic. They are being received at this station with a readibility of approximately four by four, dropping and/or picking up characters throughout the entire message. Close coordination with NSA and this station on this difficulty has been made and they too are receiving the same test messages which are being processed by this organization. Informal information received from NSA indicates that it is possible different equipment will have to be installed by AACS relay station at Side Slimane, French Morocco before difficulties can be overcome. Further information has it that the Director, Communications, Headquarters USAF, a member of Headquarters AACS and a member of DIR NSA are currently working on above project and positive results should be forthcoming in the near future.

A new procedure for reporting procedural cryptographic errors was instituted during the month of May in accordance with SSC 61A. This cryptocenter now forwards direct to the appropriate major air command of

the cited unit a monthly compilation of all procedural errors detected
in incoming enciphered traffic. During the month of May, a total of
eight procedural violations were noted on incoming traffic. All the units
involved were under the jurisdiction of the USAF Security Service. The
report was compiled and forwarded to the Security Directorate for further
evaluation and/or notification of appropriate units involved.

Difficulty is still being encountered with some organizations in
receiving answers to service messages. Various requests have been sent
to the 2nd and 12th RSM's for answers to service messages. Action has
been taken to trace the missing messages, but no satisfactory results have
occurred at this writing. Out of a total of 69 service messages originated
in May only 41 answers were received.

A great number of messages from the 2nd RSM come to this station via
courier. In sending traffic this way a close continuity is necessary. In
the past this station was originating many service messages to the 2nd RSM
in order to keep cite numbers up to date. Therefore an agreement was
reached whereby the 2nd RSM will originate a daily closure informing this
station of the messages sent via courier. This system is working very well
to date.

This unit has experienced considerable difficulty in the relaying of
traffic from the 3rd RSM to DIR NSA via the on-line circuit. This traffic
is received with only minor garbles which are not detected by operators at
this station due to technical contents of traffic. However, it is felt
the receipents, who are familiar with this type of traffic, could easily

understand contents of messages. This difficulty is encountered when
DIR NSA will not accept this traffic unless it is letter perfect. This
places a hardship on the operators at this end as it results in the
origination of undue service messages, and in some instances caused a
backlog in the on-line section. It is felt that this will be eliminated
when experience in handling traffic through a new means brings about the
automatic cooperation of operators at both ends. Generally when a new
method is implemented operators are quick to challenge traffic or pro-
cedures, due to an inherent fear that errors or delays might be chargeable
to them.

The number of personnel assigned to the crypto center dropped to a
new low during the month of June. Sixteen men were lost in one mass ship-
ment of personnel. These operators had been working in the section for
approximately two years, therefore, they were our most highly experienced
operators. Consequently, loss of these airmen was very keenly felt at
this station and will be until such time as newly assigned personnel have
been trained properly and are familiar with local operating procedures.

A model 15 teletypewriter was installed on receive end of pony circuit
between the cryptographic and teletype sections for security reasons and
to speed up the processing time of outgoing traffic. Prior to installation
of printer on receive end, teletype file copies of outgoing classified
messages were manufactured and filed in the cryptographic section at time
of transmission and at the end of a radio day were moved to the teletype
file section. This was very insecure as well as time consuming because

of the possibility of classified work copies being filed with unclassified teletype files. Also, time spent by crypto operators making up teletype file copies of outgoing traffic has been eliminated because file copy is produced at the same time tape is received on reperforator in teletype section for relay to station concerned.

Due to numerous overlines on traffic received from 3rd RSM on-line circuit model 15 teletypewriter was modified to include automatic carriage return and line feed at the end of each line and/or when 72 characters have been used on a given line. This was very good for page copy received at this station; however, trouble was encountered on traffic which had to be relayed due to fact that line feeds and carriage returns which might be missing on tape torn from reperforator did not show up on our teletype copy because of the automatic line feed and carriage returns on our printer. Therefore, when tape was relayed, carriage returns and line feeds missing on tape but not visible on our teletype copy would occur and we would have to rerun message a number of times in some cases, or send corrections by line number before transmission could be completed. In view of above, modification had to be discontinued in order for us to have a page copy identical to tape for relay purposes.

Maintenance Section. High circuit outage time remained the major source of difficulty during the period reported on. The Japan and Alaskan circuits were the two with the highest outage time. Indications are that the main difficulty in the Alaskan circuit lies in the lines in Canada. It is also a possibility that outage is caused by faulty equipment at the termination

point. This maybe a direct result of the station not possessing spare
equipment to patch in when a certain piece fails to function properly.
The outage on the Japan circuit was due to bad lines and radio diffi-
culties. This was cleared at various times by contacting RCA. It is
the general feeling at this station that the frequency should be checked
at regular intervals. Outage time on all other circuits remained about
normal, therefore, causing no major difficulties.

At the present time four teletype mechanics are on Special Duty at
the new Security Service site. Their jobs consist of installing main
frame, cable and inside wiring. The inside wiring and cabeling is nearing
the completed stage and should be finished in July. The Maintenance men
are also performing work on the Tech Control Console. Several wiring
difficulties have been encountered on this board, necessitating trouble
shooting by the men to determine the point of trouble. The console
should also be ready for operation in July.

Twelve AN/TGC-1A's have been received during this reporting period,
and will be utilized in the new Security Service building. The AN/TGC-1A
is a piece of teletype equipment and will be used in place of the old M-14,
and the Transmitter-Distributor. The new Teletypewriter sets have been
checked out and are wired for operation. By setting up this equipment in
advance it will be ready for operation when the move to Kelly is made.
This will minimize circuit outage time and lessen the possibility of a
backlog.

One important equipment change occurred during June and that was the
placing of a monitor printer on one of the room circuits (Pony circuit)

utilized in the Center. The work was performed by personnel in the
Maintenance Section.

During the month of June this section was able to obtain many spare
teletype parts, thus almost completing the service stock. The procure-
ment of these parts helps to keep circuit outage time down; the primary
mission of this section. In the past when equipment was out of commission
due to the failure of one of its parts, precious time was lost on that
particular circuit. By rounding out a complete service stock of spare
teletype parts this outage time can be cut to a minimum. As it is now
the outage is only as long as it takes to replace the part with one in the
service stock.

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CHAPTER V

TRAINING

Teletype Training Section. Training in the Teletype Section for the first part of the reporting period was devoted to preparing the airmen eligible to take the 291X0 AFSC test which was given 26 May. It appears evident from these tests that in the future more emphasis must be placed on the facsimile and telephone switchboard fields. From all reports these two fields are more fully covered than the actual teletype operation phase. Henceforth a more detailed lesson plan covering facsimile and telephone switchboard functions will be prepared by the civilian in charge of training and made available to all airmen for study and guidance.

Lectures on JANAP's, ACP's, AFR's, COI's and other publications are still being given to those airmen who do not have a working knowledge of teletype operations. When airmen become proficient in their field this is recorded on the Familiarization Chart, later they are given tests covering pertinent publications and a grade of 80 is required before their training is completed. Considerable stress was placed on COI-41 (USAF Tape Relay Routing Doctrine).

The activities of this section change very little from month to month as the training program progresses in a set pattern. Therefore, the report for each period is the same in most respects.

Cryptographic Training Section. Training during the first part of the reporting period was performed at maximum effort due to scheduling of the Airman Proficiency Tests on 25 May 1953. Approximately forty apprentice

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cryptographic operators received training in preparation for the AFSC 29250 proficiency tests, and eleven senior cryptographic operators were trained for the AFSC 29270 proficiency tests.

Those persons slated to take the 29250 test received a course of instruction prepared by the training department which enabled them to review or refresh in their minds the information taught them at cryptographic school at Scott Air Force Base. This instruction was presented in one-hour and two-hour periods, whenever their respective tricks were working in conjunction with normal duty hours. Because of this staggered time schedule, it was necessary for them to begin this training two months in advance of the test date in order to receive the desired training.

Training for those persons who took the 29270 test was conducted during a one-week course of instruction, at which time the eleven students were excused from shift work and attended classes held in the command conference room.

The training department acquired a 3'x5' blackboard for use during trick lectures whenever "chalk-talks" or diagraming is desirable. Also important notices of a brief nature which require wide dissemination will be posted on this blackboard.

One airman was added to the Training Section to assist with instruction of cryptographic operators in the following courses.

    (a) Formal on-the-job training

    (b) Proficiency on-the-job training

    (c) Airman Proficiency test training

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(d) In-station training

(e) SSO training

(f) Indoctrination and familiarization training

Further enlargement of the training section is planned when the move is made to Kelly Air Force Base.

Indoctrination and Familiarization training was given to 25 airmen during the month of May; most of whom have just returned from a tour of duty in an overseas theater. A few had been transferred to USAFSS from another major air command, and required extra training to familiarize them with cryptosystems and procedures utilized by USAF Security Service.

An additional load was imposed upon the training department during the month of May, when it undertook to train crypto personnel from another section (ODD-2C) for the Airman Proficiency tests. The reason for this action was due to the limited training facilities in ODD-2C.

The Fire Preparedness Plan was completely revised by the training department in order to cope with changes that had occurred since the plan was last drafted. In the interests of safety, more stress is being placed on the Fire Preparedness Plan than on the Emergency Destruction or Emergency Evacuation Plans. It is anticipated to execute a fire drill in the near future to assure that everyone fully understands his or her responsibilities.

The training project for May was to test or retest all assigned personnel on the provisions of Air Force Regulation 205-1, which prescribes the procedures for safeguarding military information. All persons whose name appears on the authorized entrance list on the crypto center doors

were required to complete a forty-question multiple choice test, and a fifty-question true-false test on the above mentioned regulation.

Two airmen were added to the training department and are being trained as instructors for the proposed training program to be set-up when Headquarters USAFSS moves to Kelly Air Force Base. It is anticipated that four instructors will be needed to operate the on-the-job training school on a 24 hour basis. Two more airmen will be appointed as instructors at a later date.

The training department devoted most of the month of June to developing course outlines, lesson plans, training aids, training tests, and such, to be used with the proposed training program. The course of instruction is being custom-built for USAF Security Service communications Centers, whereby any person completing this course will be able to step into any USAF Security Service Comm Center and go right to work with the proficiency of a Senior Cryptographic Operator/Senior Communications Center Specialist.

A training test was prepared on the Fire Preparedness Plan and the Emergency Destruction Plan, and the Emergency Evacuation plan and given to personnel on one trick. The remainder of the tricks will take this test during the months of July and August.

Re-instruction on emergency keying procedures, and teletype machine functions was given to several tricks in the form of a lecture. The reason for the re-instruction was due to the fact that crypto personnel were recently charged with the responsibility of poking tapes on outgoing

encrypted traffic. Emergency keying procedures need to be discussed approximately every three months.

All personnel of the 6961st Communications Squadron were given familiarization instruction and range practice with the .45 caliber pistol in accordance with existing security regulations. Approximately 185 persons received this training.

An internal security program was initiated by the Unit Security Officer during the month of June. Five Unit Security NCO's were appointed and delivered a security lecture to each of the five tricks. The topic for the month of June was self-censorship by the individual during peace-time. Personnel received a sticker for their cars, which will serve as a reminder not to discuss classified information in thecar. In addition, numerous security posters were posted at strategic places throughout the Squadron.

A non-commissioned officer leadership course was formulated by the squadron training officer. The course will be aimed at airmen who are NCO's now and those who will become NCO's in the very near future. The object of this course is to train men in the qualities of leadership that is desired of a non-commissioned officer.

A familiarization and indoctrination tour was given to fifteen crypto-graphic operators recently returned from overseas Security Service units. This tour consists of showing them the physical layout of the comm center, bringing them up to date on the latest changes to cryptographic procedures,

and briefing them on important SOP in this station. The entire tour lasts about two or three days, depending upon the amount of training in crypto-systems required by the individual.

Maintenance Training Section. Training in the Maintenance Section has been temporarily discontinued. Four teletype mechanics were alerted for overseas shipment in May, cutting the tricks down to two men on each shift. This has made it impossible for training to continue in a normal manner. Matters were further complicated when it became necessary for the NCO in charge of the training section to report to the new building at Kelly every other day. However, it is anticipated that training will resume as soon as possible.

Conversion of T/D Spaces

CPOD   Communications Center   10 Jun 53
THRU: CCO   6961st Communications Sq   Capt Aderhold/gs/545

1. It is requested that consideration be given to converting the civilian T/D spaces in the 291 and 292 fields (now authorized this organization under current T/D) to military T/D spaces, as they become vacant.

2. The factor of stability, which had been anticipated and which, in fact, prompted the acquisition of these spaces, has not materialized. This stability was particularly needed in the 291 field at the time these spaces were acquired due to the fact that most of the military personnel in this field were recalled reservists. These reservists, by and large, were not interested in their work and were completing their tours and being separated at a rapid rate.

3. Since these civilian spaces were acquired and since the exodus of the one year reservist, the military personnel situation has become more and more stable. At present all of the military personnel in this organization are regular enlistees. On the other hand the civilian situation has become more unstable. There has been a one hundred percent turnover in the 292 field, with one space vacant at present. There have been at least 14 persons through six of the 291 spaces and one space is vacant at present.

4. Provided the request contained in paragraph 1 above is favorably considered, the two vacant spaces mentioned in paragraph 3 are recommended for conversion in the September T/D. Specific military AFSC's desired as replacements are 1 ea 29170-T/Sgt and 1 ea 29270-T/Sgt.

/s/ William H. Aderhold
/t/ WILLIAM H. ADERHOLD
Captain, USAF
Operations Officer
6961st Communications Squadron

6961ST COMMUNICATIONS SQUADRON
BROOKS AIR FORCE BASE, TEXAS

ROSTER OF KEY PERSONNEL

Major Harold J. Skarda	Commanding Officer
Capt William H. Aderhold	Operations Officer
Capt Harry W. Hecht	Maintenance & Supply Officer
1st Lt William C. Schaak	Crypto Security Officer
1st Lt Joseph P. Speight	Adjutant
M/Sgt Robert J. Harris	First Sergeant

HISTORICAL DATA REPORT

for the

6961ST COMMUNICATIONS SQUADRON

1 July 1953-30 August 1953

Prepared By

JOSEPH P SPEIGHT
1st Lt, USAF
Historical Officer

APPROVED BY:

HAROLD J SKARDA
Major, USAF
Commander

Reports Control Symbol 6961-4

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CHRONOLOGY OF EVENTS

DATE | EVENT

31 July 1953

Move to new Headquarters Building at Kelly Air Force Base.

10 August 1953

New conference room was put into operation with a projection screen so that conferees could view messages being sent and received.

10 August 1953

Request initiated to convert a civilian T/D space into a military T/D space.

28 August 1953

JWFKE circuit lost due to heavy rains. Traffic was routed through JEZ and JWZ. Circuit out for18 hours.

C H A P T E R   I
O R G A N I Z A T I O N

<u>Mission</u>. The 6961st Communications Squadron was activated 1 October 1953 with Major Harold J Skarda as Commanding Officer. The mission of this squadron is to serve as a Communications Center for Headquarters USAFSS and co-located units. It is the responsibility of the Communications Center to process all incoming and outgoing traffic transmitted by electrical means.

<u>Purpose</u>. The purpose of the forming of this organization was for better control of personnel. Before the forming of the organization difficulty was encountered coordinating squadron duties with those of assigned jobs. The Communications Center is operated on a twenty-four hour basis which necessitates shift work. Men working irregular hours require closer liaison between operational activities and squadron activities.

C H A P T E R   II

P E R S O N N E L

The total assigned strength of the 6961st Communications Squadron as of 31 August 1953 was 218 Airmen and 9 officers. The authorized strength remains the same; 166 airmen and 10 officers./[1]

Personnel losses during the reporting period were considerably low. Included were: 1 airman was lost due to discharge, thirteen were transferred to overseas units, and nine to Zone of Interior units.

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1. Morning Report, 6961st Communications Squadron, dated 31 Aug 53

Exhibit 1

C H A P T E R   I I I

A D M I N I S T R A T I V E

During the momth of July preparation started for the move to the new Headquarters building at Kelly Air Force Base. The Communications Center was scheduled to leave about the latter part of July.

Due to the shortage of space in the 6961st Communications Squadron barracks after the move to Kelly AFB, the Orderly Room was moved into the Communications Center Office in the Headquarters Building. Toward the latter part of August the personnel section of the 6961st Communications Squadron was moved into the 6923rd Personnel Processing Squadron where consolidation of all the records of the squadrons under the 6960th Headquarters Support Group was accomplished.

In August, the 6961st Communications Squadron lost their Squadron Historical Officer due to separation from active duty. Three Duty Officers were lost in August due to separation from active duty also.

On 10 August 1953 this organization initiated a request to convert one civilian T/D space into a military T/D space. The space to be converted is a 29150, Message Center Clerk to a 29150 - S/Sgt./ [2]

The 6961st Communications Squadron was assigned barracks 2009, but later moved to barracks 2018 due to need of more space.

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2. Disposition Form, to CPOD from 6961st Comm Sq Subj: Conversion of T/D spaces, dtd 10 Aug 53   Exhibit 2

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C H A P T E R   I V

_ O P E R A T I O N S _

Cryptographic Section. For the major part of July, the Cryptocenter spent many hours preparing for the move to Kelly Air Force Base. Surplus and spare items were crated and packed first. Then as the moving day grew nearer, all equipment was packed as soon as it was no longer needed. Finally a point was reached where a minimum of equipment was needed to remain operational. At no time during the actual move did we close down operations.

The five Crypto tricks were broken down into teams, approximately half of the men were sent to the new building to set equipment in place for immediate operations and the remaining men stayed behind to close down and operate the Brooks facilities. A time was set to switch circuits from Brooks to the new building and upon issuance of the order, all circuits, with exception of one or two duplicate ones, were switched to the new Cryptocenter. The move of the cryptocenter was made with a minimum of difficulties.

Several bonafide emergency messages were received during the month of August.

Test messages of a flash precedence were received during this period. The In-Station handling time on all of them were very satisfactory.

The Cryptocenter encountered considerable difficulty during this two month period on the Third Radronmo On-Line Circuit. Due to mechanical difficulties and line interference, very little traffic was transmitted over either side of the Duplex.

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Outages for this period were:

July 1953:
Outage   Receive leg – 220:30 hrs or 28.2%

Send Leg   – 235:20 hrs or 31%

August 1953:
Outage   Receive leg – 215:35 hrs or 28.9%

Send Leg   – 684   hrs or 92%

To better handle passing of traffic between NSA and this Headquarters and to provide a means for passing more groupage, a half duplex circuit was installed and put into operation. This now gives us a full-duplex and a half-duplex on our communications with DIRNSA. Traffic between the two stations is now relayed much more rapidly and a backlog is seldom encountered at either station.

Immediately after setting up in the new building, the cryptocenter put into operation conference room facilities which provide telecons between this Headquarters and distant security units. Conferees view both send and receive comments on a TT-71/UG teletypewriter screen. The called station is patched to the conference room by means of a master tech control board which is located in the On-Line Code room.

On 1 August the cryptocenter accepted responsibility for and now operates the WDC/CCO half-duplex circuit.

Teletype Section. Experienced excessive amount of circuit outage during month of July.

Lost four men shipped to Germany. Lost two men on mandatory shipment to crypto school.

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Move to Kelly AFB was accomplished 31 July 1953 without any loss of traffic. The switch from Brooks AFB to Kelly AFB went very smooth.

There was a short of personnel during move and for about seven days after.

Personnel worked double shifts for three days during the move. Everything was back to normal by noon 3 August 1953 after a backlog of service.

Processed 14,430,006 groups of traffic during month of July and 14,498,388 groups during month of August.

Lost our JWFKE circuit due to heavy rains which seeped into the cable and shortened them out. We routed traffic through JEZ and JWZ. JWF (Carswell AFB) routed our traffic to Kelly AFB, who protected it to us. Circuit was out approximately 18 hours.

Experienced outage again as we had heavy rain about five days, but it wasn't as bad.

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C H A P T E R V

T R A I N I N G

<u>Cryptographic Training Section</u>. Indoctrination and Familiarization training was given to seven men during the month of July most of them having just returned from a tour of duty overseas. A few of them had just been transferred to USAFSS from other units and required extra training to familiarize them with cryptosystems and procedures that are unique to USAFSS.

During the month of July the training department continued work on the lecture outlines for the OJT Training School which is expected to begin classes about the middle of September.

Indoctrination and Familiarization training was given to seven men during the month of August; all of these men had returned from a tour of duty overseas.

In addition to the above, the training department was called upon to train six airmen who had a primary AFSC 29130. These airmen were given a complete Indoctrination and Familiarization course in cryptography and are now working in the Communications Center as 29230's. This action was taken due to the increased traffic load at this station.

The total number of airmen trained by this section during the two month period was twenty. In addition to the above training given, one officer was assigned to this section for SSO training between 3 and 7 August.

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SECURITY INFORMATION

The recurring security lectures were given to all personnel in the squadron. In addition make-up lectures were given for men who were on leave during the month of July and were unable to attend the regular July lecture.

During the month of August, a cryptographic aptitude test was completed and is now be given to the operators on trick in the Communications Center. The results of this test will enable the training department personnel to determine what each individual operator is lacking to complete a well rounded knowledge of crypto-graphic operations, in his field. The instructors are reviewing this test with the operators and stressing the points which the operators show an apparent weakness.

SECRET

CPOD   Communications Center   10 Aug 53
                        6961st Comm Sq   Capt Aderhold/jm/5136

THRU: CCO

    1. It is requested that consideration be given to converting the civilian T/D spaces in the 291 and 292 fields (now authorized this organization under current T/D) to military T/D spaces, as they become vacant.

    2. The factor of stability, which had been anticipated and which, in fact, prompted the acquisition of these spaces, has not materialized, this stability was particularly needed in the 291 field at the time these spaces were acquired, due to the fact that most of the military personnel in this field were recalled reservists. These reservists, by and large, were not interested in their work and were completed their tours and being separated at a rapid rate.

    3. Since these various civilian spaces were acquired and since the exodus of the one year reservist, the military personnel situation has become more and more stable. At present all of the military personnel in this organization are regular enlistees. On the other hand the civilian situation has become more unstable. There has been a one hundred percent range turnover in the 292 field, with one space vacant at present. There has been at least 15 persons through six of the 291 spaces and one space in vacant at present.

    4. Provided the request contained in paragraph1 above is favorably considered, the two vacant spaces mentioned in par 3 are recommended for conversion in the Sep T/D. Specific military AFSC's as replacements are 1-29170-T/Sgt and 1-29270-T/Sgt.

                      WILLIAM H ADERHOLD
                      Captain, USAF
                      Operations Officer

A CERTIFIED TRUE COPY

WILLIAM H ADERHOLD, Capt, USAF

6961ST COMMUNICATIONS SQUADRON
USAF SECURITY SERVICE
San Antonio, Texas

ROSTER OF KEY PERSONNEL

Major Harold J. Skarda	Commanding Officer
Capt William H Aderhold	Operations Officer
Capt Harry W. Hecht	Maint & Supply Officer
1st Lt William C. Schaak	Crypto Security Officer
M/Sgt Robert J. Harris	First Sergeant

HISTORICAL DATA REPORT

for the

6961ST COMMUNICATIONS SQUADRON

1 September 1953-31 October 1953

Prepared By

JOSEPH P SPEIGHT
1st LT, USAF
Historical Officer

APPROVED BY:

WILLIAM H ADERHOLD
Captain, USAF
Commander

Reports Control Symbol 6961-5

564-5360

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C H R O N O L O G Y   O F   E V E N T S

D A T E	E V E N T
1 September 1953	Colonel Morgan, of Command Communications Office, recognized the outstanding contributions of various individuals in the squadron during the move from Brooks Air Force Base to Kelly Air Force Base.
26 September 1953	An on-line circuit with the 6910th Security Group was finally completed.
9 October 1953	One of the JEZ circuits was removed from the teletype section due to inadequate utilization.
11 October 1953	A squadron party was given at Beethoven Hall to celebrate the Squadron's first anniversary.
12 October 1953	Captain William H Aderhold assumed command of the Squadron.
14 October 1953	A request was initiated to convert a Table of Distribution space from civilian to military.
15 October 1953	To alleviate abuse of communications, a program to review all outgoing messages was inaugurated.

S64-5360

1

CHAPTER I

ORGANIZATION

Mission. The 6961st Communications Squadron was activated 1 October 1952 with Major Harold J Skarda as Commander. The mission of this squadron is to serve as a Communications Center for Headquarters USAFSS and co-located units. It is the responsibility of the Communications Center to process all incoming and outgoing traffic transmitted by electrical means.

Purpose. The purpose of the forming of this organization was for better control of personnel. Before the forming of the organization, difficulty was encountered coordinating squadron duties with those of assigned jobs. The Communications Center is operated on a twenty-four hour basis which necessitates shift work. Men working irregular hours require closer liaison between operational activities and squadron activities.

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SECURITY INFORMATION

CHAPTER II

COMMAND

Major Harold J Skarda, Squadron Commander, was transferred to the Command Communications Office on 12 October 1953. Whereupon, Captain William H Aderhold, Operations Officer, assumed command./[1]

Captain Warren G Haugen assumed the duties of Operations Officer. He also assumed additional duty of Communications Security Officer.

Captain Harry W Hecht, Maintenance Officer, was transferred overseas. His duties were assumed by Lieutenant William C Schaak, Crypto Security Officer and Custodian.

Lieutenant James Huey, Training Officer, assumed the additional duty of Custodian. The crypto Security Officer duties were given to the Communications Security Officer and the five duty officers. The title of Crypto Security Officer was eliminated.

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1. Special Order 86, 6961st Communications Squadron, dated 12 October 1953

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SECRET

CHAPTER III

PERSONNEL

The total assigned strength of the 6961st Communications Squadron as of 31 October 1953 was 254 airmen and 9 officers. The authorized strength remains the same: 165 airmen and 10 officers./[2]

Personnel losses during the reporting period were: 11 airmen lost due to discharge; 3 airmen were transferred to overseas units; and 23 to Zone of Interior units.

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2. Morning Report, 6961st Communications Squadron, dated 31 October 1953

SECRET

SECURITY INFORMATION JEF

C H A P T E R I V

A D M I N I S T R A T I V E

Colonel Morgan, of Command Communications Office, recognized the outstanding contributions of various individuals of the squadron during the move from Brooks Air Force Base to Kelly Air Force Base. In his letter of appreciation, he especially commended the teletype maintenance and the operation personnel. "Especially commendable was the spirit and manner of performance of duties by teletype maintenance personnel. The long hours and meticulous planning paid off in an excellent teletype cutover. The operation personnel are to be complimented on the close continuity and low delay factors maintained throughout the movement period."/[3]

Four new duty officers were assigned to duty in the Communications Center. These new officers enabled the Communications Center to provide overall supervision of operations twenty-four hours a day.

The Squadron celebrated its first anniversary by holding a party at Beethoven Hall. Music was furnished by "The Stardusters". A varied menu of ham, chicken, roast beef, potato salad and beer was served. A verbal tribute was paid to the Squadron Commander, Major Skarda.

Due to the new type dormitories, it was found necessary to furnish the airmen living in the Bachelor Airmen's Quarters two buffers for polishing the floors. The pool table, acquired from Brooks Air Force Base

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3. Letter of Appreciation from Command Communications Office to the
    6961st Communications Squadron, dated 26 August 1953

SECURITY INFORMATION JEF

SECRET

SECURITY INFORMATION

central Welfare Fund, was found to be in an extremely shabby condition. The Unit Welfare fund council approved expenditures for the purchase of two buffers and for repairs to the pool table. Group Special Services presented the Squadron with a seventeen inch television set and enough furniture to furnish the day room and two break rooms in the Communications Center.

The Orderly Room was moved from Headquarters Building to the Squadron Bachelor Airmen's Quarters. It had been found that the location in the Headquarters Building was impractical. New men assigned to the Squadron were unable to have free access to the Orderly Room and much conflict arose with the operations section.

A request was initiated to Command requesting one space allotted a senior communications center specialist be converted from a civilian to a military position filled by a staff sergeant. It had been proven that more stability was provided by utilization of military personnel./[4]

Command Communications Office inaugurated a Communications Security Newsletter in October. The first edition featured an article on Master Sergeant L E Franks, a member of this organization.

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4. Disposition Form, Subject: Conversion of Table of Distribution Space, dated 10 June 1953.

SECRET

SECURITY INFORMATION

CHAPTER V

OPERATIONS

TELETYPE SECTION

Numerous changes were effected in the teletype section during September and October. One of the JEZ circuits was eliminated on 9 October 1953. This was done after a survey was made and it was determined that traffic was inadequate to fully utilize both JEZ circuits. The remaining circuit has, so far, proven to be entirely adequate for the amount of traffic processed. The JFPJC circuit was transferred to the crypto section for on-line operation. This has proven to be a most satisfactory method for expediting processing of traffic. The non-commissioned officer in charge of teletype, Technical Sergeant Carl E DeWerff, was transferred overseas, and was replaced by Technical Sergeant Lloyd E Shaut. Three operators were lost due to the Air Force's policy of early discharges for airmen with certain pre-requisites. Two operators were assigned to the crypto section for the purpose of operating the pony circuits. Due to these personnel losses, there was a major revision in personnel assignments within the section.

Some difficulties were encountered in processing traffic due to personnel losses, but these were quickly overcome. The amount of traffic handled by this section has been slowly decreasing every month since June. This was caused mainly by the transfer of circuits to crypto and

and partly because of the policy inaugurated, whereby all duty officers review all outgoing messages to determine the proper precedence, classification, and whether or not they should be transmitted by electrical means, courier, or airmail.

CRYPTO SECTION

The addition of the on-line circuit to the 6910th Security Group greatly increased the speed by which traffic could be exchanged with that station, since it reduced the number of time-consuming encryptions in Orcus or Bacchus crypto systems. With the completion of the circuit to the 26th Radio Squadron, Mobile on 16 September, the total number of on-line circuits was five (5) full-duplex and four (4) half-duplex.

To expedite the processing of out-going off-line traffic, a "tape factory", consisting of three (3) M-14's connected to an M-19, was installed in the 2900 section. This increased the efficiency of encrypting the Daily Digest, since it was possible to reproduce a tape in triplicate from a previously encrypted tape. With the forthcoming elimination of two (2) of the Daily Digest addressees, the increased efficiency was less needed, since only one (1) "2900" encryption was necessary to protect to the remaining addressees.

During the months of September and October electro-mechanical troubles and atmospheric disturbances caused circuit outages which totaled as follows:

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September Outages:
Receive Circuits:  557 hours, 55 minutes
Send Circuits:   350 hours, 20 minutes
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SECRET

SECURITY INFORMATION JGF

October Outages:
Receive circuits: 584 hours, 27 minutes
Send circuits: 367 hours, 59 minutes

The on-line circuit to the 3rd Radio Squadron, Mobile was accountable for a large percentage of the outage, which was attributed mainly to line trouble and a lack of qualified maintenance personnel for the SSM-4 equipment at both stations.

An attempted conference between Headquarters 6910th Security Group and this Headquarters utilizing on-line facilities was only partially successful due to intermittent cipher contact resulting from interference in Western Union cables east of New York. The use of an off-line crypto system was necessary to complete the conference.

The circuit outages for the months of September and October increased the work load of the Communications Center personnel since more time was required for servicing messages and maintaining equipment. During this period a back-log of messages built up for approximately three (3) or four (4) days, but through the efforts of volunteers from each trick, who remained after their duty hours, the back-log was soon cleared.

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SECRET

TRAINING SECTION   SECURITY INFORMATION JCf

The training section initiated a request to have its own crypto
account established to enable them to fully utilize all available material
pertaining to crypto systems used in the crypto section, which created
a problem due to two sections attempting to utilize the same material
at the same time. The request was approved and the new account was
established on 17 September 1953.

The training room was divided by partitions to separate the teletype,
crypto, and classroom sections. The far end of the room, occupied by Top
Secret Control, was walled off to prevent interference with the governing
of classes. Enough equipment and material was obtained to provide a
simulated message center and the message center was set up in approxi-
mately the same manner as the operational message center of the squadron.

Due to the long periods operators remain in processing before being
assigned to this squadron, their skills retrogress, hence, it is believed
that simulated training will cut security and procedural violations to
a minimum. Also, numerous operators feel they need further training in
crypto systems in which they have not maintained a high level of skill
due to lack of use.

The first class, composed of nineteen students, was assigned to the
training section on 23 September 1953, and graduated on 30 October 1953.
Ten students were assigned to the crypto section, and the remainder were
assigned to the teletype section. Their level of skill, job knowledge,
and efficiency are being carefully noted so as to evaluate the merits
and deficiencies of the training program. Through experience, it is

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hoped that the training program may eventually become the best in the Air Force.

Unit Security activities, conducted by the training section, are expected to improve in the near future, since an airman is being trained in the operation of a motion picture projector, so that security films may be given with the security lectures. It is also expected that this medium will be used in the presentation of material for the Airmen's Information Program.

MAINTENANCE SECTION

Acquisition of a new maintenance officer and additional mechanics wrought several major changes in the maintenance section. Teletype maintenance was enabled to initiate a five shift schedule in place of the four in operation heretofore. It was expected that morale, efficiency and productivity would increase as a direct result of this new schedule. For the first time since the squadron's inception, crypto maintenance personnel were assigned to the organization. Previously all crypto maintenance personnel were assigned to Headquarters Squadron with special duty in the Communications Center. With complete control, it was possible to arrange a schedule so that a crypto mechanic was on duty twenty-four hours a day. Prior to this, assignment of squadron details by another squadron prevented a complete twenty-four hour coverage.

The supply of spare parts for the maintenance section have been rearranged and catalogued. By simplifying the supply procedures it was expected that personnel untrained in supply, such as crypto and teletype mechanics, would consume less time in locating needed parts.

Exhibit 5

6961ST COMMUNICATIONS SQUADRON
UNITED STATES AIR FORCE SECURITY SERVICE
San Antonio, Texas

ROSTER OF KEY PERSONNEL
(September)

Major Harold J Skarda	Commander
Captain William H Aderhold	Operations Officer
Captain Warren G Haugen	Asst Operations Officer
Captain Harry W Hecht	Maintenance & Supply Officer
1st Lt James Huey	Training Officer
1st Lt William C Schaak	Crypto Security Officer
M/Sgt Horace W Johnson	First Sergeant

ROSTER OF KEY PERSONNEL
(October)

Captain William H Aderhold	Commander
Captain Warren G Haugen	Operations Officer
1st Lt James Huey	OIC of Crypto Section
1st Lt William C Schaak	Maintenance & Supply Officer
M/Sgt Horace W Johnson	First Sergeant

HISTORICAL DATA REPORT

for the

6961ST COMMUNICATIONS SQUADRON

1 November 1953 - 31 December 1953

Prepared By

Rw mast

RALPH W MAST
1st Lt, USAF
Historical Officer

APPROVED BY:

William H. Aderhold

WILLIAM H ADERHOLD
Captain, USAF
Commander

Reports Control Symbol 6961-6

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CHRONOLOGY OF EVENTS

DATE	EVENT
1 November 1953	A new organization functional chart was initiated within the Communications Center.
2 November 1953	The WDC/CCO circuit was redesignated the AFSSOP-JEPHQ/M circuit due to redesignation of that office.
4 November 1953	On-Line half duplex circuits were established between this Headquarters and Headquarters SAC & ADC.
24 November 1953	The teletype section lost most of its civilian TD spaces and personnel due to transfer of those spaces to another office within USAFSS.
7 December 1953	TWX service on SA 174 became unnecessary and was discontinued after establishment of half duplex circuits with SAC and ADC.
8 December 1953	The teletype section became responsible for all message servicing.
21 December 1953	The Communications Center utilized the emergency auxiliary power system for a two day period due to partial power failure of Commercial power.

CHAPTER I
ORGANIZATION

<u>Mission</u>. To provide electrical communications Services for Headquarters, USAF Security Service and its collocated units.

<u>Functions</u>.

1. Process all incoming and outgoing messages transmitted by electrical means for Headquarters USAF Security Service and collocated security service units.

2. Install and maintain all teletype equipment in Headquarters USAF Security Service.

3. Maintain the secure telephone system (including installation and relocation of telephones) in Headquarters USAF Security Service.

4. Maintain intercom system in Headquarters USAF Security Service.

5. Provide teleconference service for Headquarters USAF Security Service.

6. Function as Net Control Station for Security Service circuits terminated at Headquarters USAF Security Service.

7. Perform squadron administrative functions (less maintenance of personnel records and operation of supply activity).

SECRET

CHAPTER II
COMMAND

On 8 December 1953, 1st Lt. William C. Schaak, Maintenance Officer was transferred overseas. His duties were assumed by 1st Lt. Ralph W. Mast, Duty Officer.

1st Lt. Joseph P. Speight, Duty Officer, departed this station to the 6969th Support Squadron, Washington, D. C.

1st Lt. Willie L. Duhon, Duty Officer, was released from active duty.

1st Lt. Milford R. Putman and 1st Lt. Bruce Q. Ross were assigned to the 6961st Communications Squadron as Duty Officers.

On 25 November 1953, Major Vernon D. Spears was assigned to the 6961st Communications Squadron and was further assigned special duty with CCO for an approximate 6 week period.

CHAPTER III
PERSONNEL

The total assigned strength of the 6961st Communications
Squadron as of 31 December 1953 was 283 airmen and 11 officers.
The authorized strength remains the same: 165 airmen and 10
officers. /[1]

Personnel losses during the reporting period were:

Airmen: 2 lost due to discharge; 28 were transferred to overseas
units; and 20 to Zone of Interior units.

Officers: 1 lost due to transfer to 6969th Support Group; 1
released from active duty; 1 transferred to an overseas unit.

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1. Morning Report, 6961st Communications Squadron, dated 31 December
1953

CHAPTER IV
ADMINISTRATIVE

The Communications Center was reorganized during the period covered by this report in order to establish a more efficient operating organization. The Communications Center now consists of three main sections: Maintenance Section, Cryptographic Section and Operations Section.

New procedures for message handling within the Communications Center became effective 1 December 1953.

The Headquarters Manpower and Organization Team began a survey of the Communications Center on 14 December 1953. The survey is still being conducted.

The 6961st Communications Center gained two new Duty Officers and lost two due to release from active duty and transfer to the 6969th Support Group.

The Communications Center was operated on Emergency Auxiliary Power for two days due to commercial power failure.

The Unit Welfare Fund donated money for decorating the Dining Hall during the Christmas holidays, and purchased a repair kit for the Pool table equipment, including the repair of cue sticks.

A meeting of the Trick Chiefs was held in November. At this meeting such problems as excessive rotor breakage, floor

cleaning, first echelon (preventive) maintenance on machines,
squadron details and processing of personnel were discussed.

CHAPTER V
OPERATIONS

Communications Section:

On 2 November 1953, a 30-day refresher course on cryptographic procedures was begun. One airmen from each crypto trick, DAFSC 29230, was removed from his regular duties and transferred to the training section for this purpose. Upon completion of training, each airman returned to his respective trick and another group entered the course.

During this period, On-Line duplex circuits were established between this Headquarters, Strategic Air Command and Air Defense Command. Traffic between their Headquarters and this Headquarters, which formerly was exchanged via TWX (commercial facilities) is now sent direct with negligible delay. With the implementation of these circuits, it was possible to eliminate one of our two TWX positions. The remaining circuit is SA 115.

The WDC/CCO circuit was redesignated AFSSOP in accordance with instructions received from Washington.

On-Line cipher contact utilizing Apollo cryptosystem has been made with SSO Headquarters USAF in Washington. By using the call sign JEPHQ/M a patch is made through AFSSOP to SSO Headquarters USAF.

Package units (AN/TGC-1A's) have replaced printers on three On-Line circuits; NSA, 6920th Security Group and 26th Radio Squadron, Mobile,

Heavy outages were experienced on the 3rd RADRONMO On-Line circuit during the period 1 November through 8 December. Similar outage was experienced on the SAC circuit during the period 7 December through 12 December. The 3rd RADRONMO circuit outage was due to equipment trouble at the 3rd. Extensive testing and a number of conferences between the maintenance chiefs determined that faulty installation of the TT-160/FG was the primary source of the trouble. The secondary reason was unfavorable line conditions. SAC circuit outage was due primarily to equipmenttrouble at SAC.

Incoming Orcus traffic has decreased considerably during this period. The Security Groups and RADRONMOs are utilizing On-Line to the maximum. All On-Line circuits, with exception to the 3rd and SSO USAF, use the Galatea cryptosystem.

Cryptographic Section:

All personnel on training status with the training section were given a special series of lectures on internal security during the entire month of November. These lectures were in addition to the regular monthly recurring security lectures

scheduled for November entitled, "THE NEED TO KNOW." The series
of special lectures covered the following:

      a.   THE MISSION OF USAFSS

      B.   HOW TO ANSWER QUESTIONS ABOUT USAFSS

      C.   YOUR PLACE IN USAFSS

      D.   DISPOSAL OF CLASSIFIED AND UNCLASSIFIED TRASH

      E.   LOCAL SECURITY OF TRAINING SECTION (RM #305)

      F.   "WHAT WOULD YOU DO..." SITUATIONS

Airman Proficiency Tests for Teletype and Cryptographic
career fields were administered during the latter part of
November. APT training sessions were scheduled to assist those
persons taking the tests.

Upon receipt of two AFSAM 399A's and two M-14 reperforator's
cryptographic maintenance was able to install two Orcus positions
for operation in the training commcenter. Thus eliminating
the necessity of using the Operational Orcus Section to train
students.

EXHIBIT 2

R O S T E R   O F   K E Y   P E R S O N N E L

Captain William H Aderhold   Commander

Captain Warren G. Haugen   Operations Officer

1st Lt James Huey   OIC of Crypto Section

1st Lt Ralph W Mast   Maintenance Officer

M/Sgt Horace W Johnson   First Sergeant