

AS-14
AS-23
AS-70
AS-80
AS-90

AS-24 29 AUG 49

Army Security Agency Technical Committee Standard
Operating Procedure

Lt Evercole/216

1. Attached hereto is the proposed revised SOP for the Army Security Agency Technical Committee.

2. Comment and/or concurrence is requested.

3. It is further requested that all inclosures be returned to AS-24.

A. V. WHITHEAD
Major, Signal Corps
Chief, Logistics Section

1 Incl
Draft SOP
for ASATC
(3 cys)

FOR THE
ARMY SECURITY AGENCY TECHNICAL COMMITTEE

Section I

24 August 1949

ESTABLISHMENT

1. Authority for Establishment:

The Army Security Agency Technical Committee was officially established by General Order #1, Subject: Establishment of the Army Security Agency Technical Committee, dated 8 January 1948, by authority vested in the Chief, Army Security Agency by WD Cir 126, Subject: Research and Development and Classification of Materiel, dated 17 May 1947. The Committee currently operates by authority of SR 706-5-1, Subject: Research and Development of Materiel, dated 17 March 1949 and subsequent pertinent directives as published.

2. Purpose:

- a. The Army Security Agency Technical Committee acts in an advisory capacity to the Chief, Army Security Agency and will consider and report upon such technical matters as he desires.
- b. The Technical Committee system is used to effect coordination among the developing and using agencies during research, development, test, type classification, and procurement activities.
- c. Obtaining expeditious consideration of the interests of all agencies of the Department of the Army, including the General Staff, U. S. Army, in accordance with their assigned authority and responsibilities, with the minimum of channelizing of routine and detailed communications.
- d. Establishing a unified system for recording research, development, and classification activities.

Section II

ORGANIZATION

3. Chairman:

The Army Security Agency Technical Committee will function under the Chairmanship of the Deputy Chief, Army Security Agency, or as directed by the Chief, Army Security Agency.

4. Assistant Chairman:

In the absence of the Deputy Chief, the Chief, Logistics Section, Staff, will become acting chairman with the same authority and responsibilities as the chairman.

5. Secretary:

The Secretary is appointed by the Chief, Army Security Agency.

6. Membership:

a. The following principal and alternate membership from Army Security Agency is designated by the Chief, Army Security Agency, exceptions to be at the discretion of the Chairman, Army Security Agency Technical Committee:

- (1) Special Assistant to the Chief, Army Security Agency, AS-14
Alternate - Assistant Chief, AS-14
- (2) Chief, Plans and Operations Section, Staff, AS-23
Alternate - Assistant Chief, AS-23
- (3) Chief, Logistics Section, Staff, AS-24
Alternate - Assistant Chief, AS-24
- (4) Chief, Research and Development Division, AS-70
Alternate - Assistant Chief, AS-70
- (5) Chief, Security Division, AS-80
Alternate - Assistant Chief, AS-80
- (6) Chief, Operations Division, AS-90
Alternate - Assistant Chief, AS-90

b. Membership from other developing and using agencies of the Army will be designated by the heads of those agencies subject to the approval of the Chief, Army Security Agency.

c. Membership from the Departments of the Navy and Air Force will be designated by the heads of those Departments subject to the approval of the Chief, Army Security Agency.

d. Membership from the General Staff, U. S. Army will be designated by the Director of Logistics, General Staff, United States Army.

7. Subcommittees:

a. Subcommittees as deemed appropriate by the Chairman will be established to effect efficient operation of the Technical Committee. Requests for membership on subcommittees will be approved by the Chairman of the Technical Committee.

b. Subcommittees have been established with chairmanship designated as follows:

(1) Cryptographic Subcommittee (Chief, Electromechanical Branch, Research and Development Division)

(2) Ciphony, Cifax and Cision Subcommittee (Chief, Ciphony, Cifax and Cision Branch, Research and Development Division)

(3) Intercept and Direction Finding Subcommittee (Chief, Intercept and D/F Branch, Research and Development Division)

(4) Cryptologic Subcommittee (Asst. Chief, Research and Development Division)

(5) Communications Subcommittee (Asst. Chief, Intercept Control Branch, Operations Division)

Section III

MISSION

8. Mission:

Technical Committee action will include:

- a. Establishment of technical requirements.
- b. Approval of military characteristics and revisions thereof.
- c. Establishment of projects.
- d. Classification of materiel as to type.
- e. Cancellation of established projects.
- f. Recording completion of research and development projects.
- g. Conducting reviews of research and development project priorities semi-annually.
- h. Recording of current security classification of materiel.

- i. Authorization of procurement for test purposes.
- j. Processing of procurement programs for major items.
- k. Consider and report on other such technical matters as the Chief, Army Security Agency may refer to this committee.

Section IV

AUTHORITY

9. Authority:

The Army Security Agency Technical Committee acts for and by the authority of the Chief, Army Security Agency. A designated representative of the Director of Logistics, GSUSA, acts for and by the authority of the Secretary of the Army.

Section V

CHAIRMAN

10. Duties:

- a. Preside over meetings of the committee.
- b. Exercise general control over the operation of the Technical Committee and subcommittees thereof, detailed control being exercised by the Assistant Chairman.
- c. Approve dates of meetings, items for the agenda, and the minutes of the meetings.
- d. Approve requests for membership on the Committee and subcommittees.
- e. Prescribe procedures for the operation of the Committee.

Section VI

SECRETARY

11. Appointment:

The Secretary will be appointed by the Chief, Army Security Agency and assigned to Logistics Section, Staff, AS-24.

12. Duties:

- a. The Secretary of the Committee will assist the Chief, Logistics Section, Staff, in matters of research and development and perform such other duties as may be assigned by the Chief, Logistics Section, Staff.

b. In addition to be above the Secretary will be responsible for the following administrative functions of the Committee under the supervision of the Chief, Logistics Section, Staff:

- (1) Maintenance of Committee files and records.
- (2) Processing requests for membership on the Technical Committee and subcommittees thereof.
- (3) Dissemination of pertinent policies and procedures of the Committee to interested agencies and individuals.
- (4) Recommending the date and place of meetings.
- (5) Distribution of the notification of and agenda to meetings ten (10) working days in advance of the date approved by the Chairman.
- (6) Assist the Chairman in conducting of the meetings.
- (7) Preparation of record copies of all items approved by the Committee.
- (8) Preparation and distribution of the minutes of the meeting.
- (9) Preparation of correspondence pertaining to the operation of the Committee.
- (10) Aid the subcommittees in preparation of reports so far as format and policy is involved.
- (11) Dissemination to AS-62 and AS-25 of actions taken by the Committee pertinent to these activities.

Section VII

SUBCOMMITTEES

13. Establishment:

Subcommittees of the Army Security Agency Technical Committee will be established by the Chairman of the Technical Committee to effect efficient operation. Chairmen of current subcommittees will be as indicated by Section II and organization of subcommittees established in the future will be as directed by the Chairman, Army Security Agency Technical Committee.

14. Operation:

The subcommittees will function under the direct supervision of the chairman of the subcommittee and be responsible to the Chairman of the Army Security Agency Technical Committee. The subcommittee chairmen may consult the Assistant Chairman or Secretary on problems arising within the subcommittee. The Chairman of the Technical Committee may be contacted directly; however, this action should be kept to a minimum.

15. Functions:

Subcommittees will consider and render reports on such matters as may be referred to them by the Chief, Army Security Agency through the Secretary of the Technical Committee.

16. Channels:

The authorized channels for matters requiring Technical Committee action is through command channels to the Chief, Army Security Agency, who will refer approved items to the Secretary, Army Security Agency Technical Committee, who will forward the item to the appropriate subcommittee for action. In no event will subcommittees take action on items received through other than authorized channels. In the event items are referred to a subcommittee through improper channels it will be forwarded without delay to the Chief, Army Security Agency for appropriate action.

17. Coordination:

Coordination is the responsibility of the chairmen of the subcommittees and direct channels are authorized for this purpose. However, the Chairman of the Technical Committee will be informed of all actions taken and results obtained in this respect through the Secretary. Coordination will be effected with all probable interested and using agencies and written evidence of this coordination will be submitted to the Secretary when items are forwarded for formal Technical Committee action. Items will also be coordinated with the Chiefs of AS-14, AS-23, AS-24, AS-70, AS-80, and AS-90 prior to submission to the Secretary for formal Technical Committee action. If such coordination results in disagreements, subcommittee chairmen will make every effort to resolve the difference by direct and expeditious contact. In the event agreement cannot be secured that information shall be furnished in order that a decision can be made as to whether the report should be submitted to the Army Security Agency Technical Committee in the face of the disagreement or further effort be made to obtain agreement. Concurrence by the Chief, Logistics Section, Staff, will be obtained last and this concurrence will indicate appropriateness for final processing by the Secretary.

18. Subcommittee Reports:

Subcommittee reports and military characteristics may be presented at the Technical Committee meeting by any designated member of the appropriate subcommittee and are considered to be drafts subject to change up to and during the Committee meeting. They become firm record documents only when the Technical Committee has reached a final decision as to wording and has taken formal action to approve such items. Drafts of subcommittee reports will follow the outline and format prescribed by the Chairman of the Technical Committee and advice concerning the outline of the appropriate format will be obtained from the Secretary. Subcommittees will be guided by SR-705-5-1 and other pertinent regulations and directives in preparation of reports.

19. Military Characteristics:

Military characteristics referred to a subcommittee for action will be reviewed for proper format and completeness. All pertinent information required by the prescribed format will be included. This will usually entail consultation with the requesting agency. This consultation will ascertain with reasonable certainty that the item for which the statement is being formulated will fully utilize the latest expected advances in science with due consideration of current industrial techniques and potential capacity for production necessary to meet quantity requirements.

Section VIII**OPERATION****20. Meetings:**

The Army Security Agency Technical Committee will meet at the call of the Chairman on any Friday at 1015 hours as frequently as deemed appropriate and at such place and date as may be designated by the notification. Copies of the notification will be forwarded to all members and other interested individuals and agencies in time to be received at least ten (10) working days prior to the date of the meeting. Only in cases of extreme urgency will items be presented at a Technical Committee meeting that have not been in circulation for coordination at least ten (10) working days. The notification will contain a listing of all items on the agenda and draft copies of these items, security permitting. Items with Top Secret code word classification will not be distributed with the notification or minutes but will be distributed at the meeting and if necessary, may be had prior to the meeting by special request to the Secretary. Record copies of such reports will be distributed only to those who require them and will be distributed separately from the minutes.

21. Attendance:

Members and observers attending meetings will be required to sign an attendance sheet prior to the formal opening of the meeting. Items on the agenda will be presented by the individual designated by the notification or by an alternate authorized by the Chairman.

a. Members from the Department of the Navy and the Department of the Air Force may be as full members on actions involving projects of joint interest or involving common use material.

b. The General Staff representative attends all meetings in order to reduce the necessity of channelizing individual and detailed action through the General Staff and to provide guidance and unity of action at the operating level on Department of the Army policy and overall programming of activities.

c. Members from other developing agencies within the Department of the Army attend such meetings as they consider appropriate. In the event items on the agenda are of interest to an agency and no representative will be present at the meeting, the appropriate member should contact the Secretary and indicate such interest and concurrence in any action the Committee might take.

22. Approval of actions:

After each item is presented members will be afforded the opportunity to voice any objection they might have to the item or to present a minority report. The signature or concurrence of any agency representative to a formal report of the Technical Committee on a matter of interest to his agency signifies concurrence of his agency in the proposed action. Non-participation by a committee member after he has been given due notice and opportunity to participate, will indicate that his agency has no interest in the matters to be acted upon and that approval by the agency he represents will not be required. Non-concurrence will be indicated only by the filing of a minority report.

23. Non-concurrence:

In the event there is a disagreement in Committee action on a matter before the Committee the Chairman may withdraw the matter and attempt to resolve the difference by direct, expeditious, and informal contact with the chief of the other agency or agencies concerned. In the event an agreement is secured, the report will be referred back to the Technical Committee for record of agreement. In the event an agreement cannot be secured, the Chief, Army Security Agency will refer the complete report, with minority reports, together with his recommendations, to the General Staff, United States Army for decision. Technical Committee action is not considered as final on an item requiring approval by higher authority until approval by the General Staff, United States Army has been granted. Approval of a Committee recommendation by the General Staff member of the Committee will be for and by the authority of the Secretary of the Army.

24. Memoranda for Record:

Items for record only will be presented by the Chairman or by a designated alternate. Concurrence of the Committee in the inclusion of these items in the Committee records will be assumed unless specific comments or objections are presented in connection therewith prior to or during the meeting.

25. Record Copies and Minutes:

Minutes of the meeting and record copies of items presented will be prepared and distributed as soon as practical after the meeting.

SECURITY MEASURES

26. Clearance:

All members of the Army Security Agency Technical Committee and their alternates and any observers who attend meetings of the Committee will have a cryptographic clearance in accordance with the provision of AGO letter, file AGAO-S-B-M-311.5 (16 Sep 46), Subject: Clearance of Personnel for Cryptographic Duties, dated 18 September 1946. When a member or alternate desires that a special observer or other interested personnel accompany him to a meeting, he will contact the Secretary who will make the necessary arrangements. Exceptions to the above will be by specific approval of the Chairman in each case.

27. Types of Meetings:

Meetings will be of two general types, "Unlimited" and "Limited" and will be held on separate dates. Items of general interest will be considered at the unlimited meetings and items of interest only to Army Security Agency and possibly the United States Air Force and Navy will be considered at limited meetings.

28. General Security:

Provisions of AR-360-5 and 360-10 will apply in all events.

Section X

ANNEXES

1. Format for initiation of research and development projects, adoption of military characteristics and/or authorization for procurement of development type items.
2. Format for classification as to type of materiel (Standard, Limited Standard, or Substitute Standard).
3. Format for classification of an item as obsolete type.
4. Format for review of research and development projects.
5. Format for preparation of Military Characteristics for Cryptologic equipment.

DEPARTMENT OF THE ARMY
HEADQUARTERS ARMY SECURITY AGENCY
WASHINGTON 25, D. C.

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ANNEX # 1

ITEM #

SUBCOMMITTEE REPORT FOR THE ARMY SECURITY AGENCY TECHNICAL COMMITTEE

SUBJECT: Format to be used for the Adoption of Military Characteristics,
the Initiations of a Research and Development Project, and/or
Procurement of Development Type Item

1. REFERENCES:

List all pertinent references.

2. DISCUSSION:

a. Agencies concerned:

- (1) Cognizant Agency:
- (2) Directing Agency:
- (3) Requesting Agency:
- (4) Participating Agency:
- (5) Coordinating and/or proposed using Agencies:
- (6) Other Probable Interested Agencies:

b. Requirement and/or Justification for the Research or Item

to be Developed:

Explain fully why the project is being established, and what
military need this item of equipment will fill.

c. Description:

A brief semi-technical description of the equipment and objective.

d. Related Projects and/or Material:

List any existing materiel or materiel now under development that is directly related to the subject development.

e. Development History and Status:

A statement as to what progress has already been made and present status of the research and/or development.

f. Proposed Development:

- (1) Justification for the priority recommended.
- (2) Anticipated dates of initiation and completion of work on project.
- (3) Estimate cost of project by fiscal year.
- (4) Plan of action in conducting the project.
- (5) Information as to the number of engineering and service test models which will be required.

g. Security Classification:

- (1) RESTRICTED, CONFIDENTIAL, SECRET, or TOP SECRET.
- (2) Requirement for crypto clearance.

3. RECOMMENDATIONS:

- a. Project title and project number.
- b. Action desired on the project such as authority to initiate.
- c. Priority to be assigned the project.
- d. Name of the item on which action is desired.
- e. Action desired on the item, such as adoption of military

characteristics or authorization for procurement of a
development type,

f. RDB master plan technical objective.

4. EXHIBITS:

List.

5. COORDINATION:

Coordination was accomplished with the following agencies:

Agency

Representative and Title

DEPARTMENT OF THE ARMY
HEADQUARTERS ARMY SECURITY AGENCY
WASHINGTON 25, D. C.

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ANNEX # 2

ITEM #

SUBCOMMITTEE REPORT FOR THE ARMY SECURITY AGENCY TECHNICAL COMMITTEE

SUBJECT: Format to be Used in Classification or Reclassification of
Equipment as to Type for Use by the Army

1. REFERENCES:

List all pertinent references.

2. DISCUSSION:

a. Agencies Concerned:

- (1) Using Agencies:
- (2) Other Probable Interested Agencies:

b. Purpose of Item:

c. Description:

A brief semi-technical description of the equipment.

d. Related Materiel:

- (1) Materiel used in conjunction with item.
- (2) Nature of improvement of item over existing materiel for same or similar purposes.
- (3) Existing items which must be modified and new items which must be classified before issue of the item can be accomplished.

(4) The stock status of the item being replaced or superseded, the advisability of complete replacement by the new item and the recommended objective date.

e. Whether Item is:

(1) New type.

(2) Improvement, replacement, or supplement to an existing classified type.

3. PERTINENT DATA:

a. Expendability.

b. Estimated unit cost in quantity procurement, and comparison with cost of the item being replaced.

c. Whether the item meets all approved military characteristics, and if not, in what respects it is lacking

d. Number of units procured, on hand, and on outstanding contracts.

e. Whether the item is intended for immediate procurement, future procurement, or as funds become available.

f. Availability of funds. (If intended for immediate procurement)

g. Whether sufficient facilities exist for peacetime and wartime production. Data will indicate whether the characteristics of the item are such as to restrict its procurement to one source of supply, whether production by Government facilities only is contemplated, and whether procurement of the item will complicate or interfere with the procurement of other items already classified.

h. Whether the design insured maximum interchangeability of parts and is suitable for mass production. Whether this information is based on a specific procurement planning study or a specific study of producibility.

- i. What strategic and critical materials in significant quantities are required based on current lists published by Strategic Materials Committee, Munitions Board, whether maximum practicable use of nonstrategic and noncritical domestic materials has been accomplished, and whether alternate designs have been prepared utilizing noncritical and nonstrategic materials.
- j. Any special steps necessary to train specialists in use of the item or to implement training of using troops, and number and types of specialists required to operate or use the item.
- k. Whether training and maintenance literature for the item is available, in preparation, or will be required.
- l. Security classification.
- m. Whether or not the item is air transportable, either intact or in dismantled units; in what phase of operations it will be transported by air; statement that the item complies with current directives on air transportability; and a statement that the tie-down points are satisfactory and that a description of these tie-down points will be included in pertinent manuals.

4. RECOMMENDATIONS:

The Subcommittee recommends:

- a. Item name.
- b. Particular classification desired (with present classification).
- c. If replacing or supplementing an adopted item, recommendation as to type classification of that item.
- d. The closing or continuance of the project if the item evolved from a development project.

- e. Agency or agencies to be charged with the preparation of specifications, the determination of requirements, the provision of funds, purchase, inspection, storage, issue and maintenance of the item.
- f. Initial consumption rate or replacement factor as derived, in accordance with Department of the Army instructions.
- g. Supply class for issue (i.e., I, II, III, IV, or V).
- h. Initial basis of issue for Class II item (for procurement planning purposes).
- i. Initial quantities for Class IV items. A basis for these quantities is the distribution to appropriate units or overseas commands, or units or commands operating under the direct command of the chief of the using agency.

5. EXHIBITS:

List

6. COORDINATION:

Coordination was accomplished with the following agencies:

Agency

Representative and Title

DEPARTMENT OF THE ARMY
HEADQUARTERS ARMY SECURITY AGENCY
WASHINGTON 25, D. C.D
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TANNEX # 3

ITEM

SUBCOMMITTEE REPORT FOR THE ARMY SECURITY AGENCY TECHNICAL COMMITTEE

SUBJECT: Format to be Used in Classification of Equipment as
Obsolete Type

1. REFERENCES:

List all pertinent references.

2. DISCUSSION:

a. Agencies Concerned:

(1) Using Agency:

(2) Other Probable Interested Agencies:

b. Description:

A brief semi-technical description of the equipment.

c. Reason for Reclassification:d. Related and Replacement Items Including:

(1) Name of item.

(2) Development status or classification.

3. PERTINENT DATA:

a. Unit cost of Replacement Items:b. Stock Status and Availability of Replacement Items:c. Availability of Funds for Procurement of Replacement Items:

d. Quantity and Condition of Items on Hand: (if an estimate, so state)

- (1) In depots.
- (2) In hands of troops.

e. Unit Cost of Item or Complete Set:

f. Estimated cost of Maintenance per Year if Retained, Including Cost of Rehabilitation of Items Returned to the ZI from Overseas Commands:

g. Components and Accessories that will be Considered Obsolete or Otherwise Classified as a Result of this Action:

h. Recommended Disposition of Items Classified Obsolete:

i. Estimate of Funds Required for Disposition if Significant:

j. Security Classification:

4. **RECOMMENDATIONS:**

The Subcommittee recommends:

- a. Recommended classification.
- b. Type classification of components peculiar to this item which have no separate classification but are required as separate end items.
- c. The approval of the proposed disposition as indicated above.

5. **EXHIBITS:**

List.

6. **COORDINATION:**

Coordination was accomplished with the following agencies:

Agency

Representative and Title

DEPARTMENT OF THE ARMY
 HEADQUARTERS ARMY SECURITY AGENCY
 WASHINGTON 25, D. C.

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ANNEX # 4

ITEM #

SUBCOMMITTEE REPORT FOR THE ARMY SECURITY AGENCY TECHNICAL COMMITTEE

SUBJECT: Format to be Used for Review of Research and Development Projects

1. REFERENCES:

List all pertinent references.

2. DISCUSSIONS:

a. Agencies Concerned:

(1) Director's Agency:

(2) Other Probable Interested Agencies:

b. Purpose:

To insure conformity with the Department of the Army Research and Development Program, to eliminate duplicating and unproductive activities, to insure records on all projects are kept current, and to insure prompt action on all completed projects.

3. RECOMMENDATIONS: (All sub-headings will be included to indicate that they were considered)

The Subcommittee recommends that:

a. The following projects be continued and the assigned priorities remain the same as indicated.

DA Project #

Title

Priority

- b. The following projects be continued and the assigned priorities changed as indicated:

<u>DA Project #</u>	<u>Title</u>	<u>Priority</u>
	Give reasons for each change.	<u>From</u> <u>To</u>

- c. The following projects be terminated as completed:

<u>DA Project #</u>	<u>Title</u>
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- d. The following projects be cancelled:

<u>DA Project #</u>	<u>Title</u>	<u>Reason for Cancellation</u>
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4. EXHIBITS:

List

5. COORDINATION:

Coordination was accomplished with the following agencies:

<u>Agency</u>	<u>Representative and Title</u>
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