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HEADQUARTERS
TASK GROUP 7.1
JOINT TASK FORCE SEVEN
APO 187 (HOW), % POSTMASTER
SAN FRANCISCO, CALIFORNIA

400615

635
Carter

JF-3733

From
NMB-J

10 February 1954

RECEIVED	6/17/94
AUTHORITY	
NAME	L.R. Linnott
AND REVENUE DATE	6.17.94
TO POST	
NAME	R. Carpenter

SUBJECT: TWX Procedure in the Forward Area

TO: Mr. Henry R. Hoyt
Assistant Director for Administration
Los Alamos Scientific Laboratory
University of California
Los Alamos, New Mexico

This material contains information relating to the national defense which is being transmitted in confidence within the meaning of the espionage laws of the United States. If the transmission of this information in any form is prohibited by law, it is prohibited.

1. For your information and concurrence, I have outlined below the routine procedures for handling incoming classified teletype messages in the forward area:

a. The documentation of teletype messages from the States received at this Headquarters will vary, depending upon the time of arrival of the message.

b. Incoming teletype messages are received in three (3) copies during duty hours (0730 hours to 1715 hours) and in two (2) copies during non-duty hours (1715 hours to 0730 hours). Classified messages are documented in accordance with the series assignment given in the message. If such assignment is not presented in the message the primary addressee is assumed to be series "C" and each subsequent addressee is assumed to be series "D", "E", "F", etc., according to his position on the list of addressees. The originator is not notified as to whether two (2) or three (3) copies were received at this office and he is not notified of distribution of copies within Task Group 7.1. In the event a message is reproduced in excess of the copies received from the TWX Center, the new copies are assigned the next series and the originator is notified as to the number of copies and the distribution of that series.

c. Classified messages for personnel at Bikini are received at Parry for retransmission. As it is not necessary to retype the message during duty hours for retransmission to Bikini, the Bikini series is the next letter following that of the message received on Parry. During non-duty hours it is necessary to reproduce the message on Parry for transmittal through the military system and therefore, the second Parry series assumes the next letter and the Bikini series becomes two (2) letters following the series of the original message received at Parry.

Armand W. Kelly

ARMAND W. KELLY
J-1

AWK:LWB:jth 5005078

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1400

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JF-

10 February 1954

Distribution:

- 0/2 - Mr Hoyt
- 1 - Mr Kelly
- 1 - Mr Burns
- 1 - Mr R. C. Smith
- 1 - M&R (J) Files
- 1 - M&R (J) Sequence
- 1 - M&R, LASL

1 copy destroyed 10/3/54

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