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UNCLASSIFIED

SECURITY HANDBOOK

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By Pat McAndrew APR 16 1957

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SECURITY

This handbook has been designed to provide members of the Technical Area and their families with a concise summary of existing security regulations. It should be understood that to obey these regulations is a minimum requirement. There is a further obligation on the part of everyone to maintain a constant and intelligent interest in the prevention and reporting of all incidents whose occurrence endangers the security of the Project.

It is a basic policy of the Project that everyone working here should know whatever is required for doing his job well. It is, therefore, of greatest importance for each person to understand that he is in a position of trust with regard to such information, and also with regard to information which he may accidentally gain about other confidential matters.

The security regulations of the Project may be classified on the basis of preventing the dissemination of two main kinds of information:

(a) That which might prove directly useful to the enemy, either in a technical sense, or for the purposes of sabotage.

(b) That which, while not concerned with information directly useful to the enemy, nevertheless would break down our security status locally or nationally.

Class (a) rules deal only with vital security matters. The violation of rules in this class automatically entails prosecution under the Espionage Act. They are based on the assumption that the enemy does not know the nature of this Project, so that to reveal this to any unauthorized person would be a Class (a) violation. They are based also upon the opposite assumption, in the sense that the enemy must be supposed to know enough to give important meaning to pieces of information that might in themselves appear insignificant. Class (b) restrictions, on the other hand, are justified as being on the whole likely to prevent leakages of information to nearby communities or the public at large, and to hinder espionage and sabotage. Breaches of such restrictions will lead to reprimand, and to criminal prosecution only when willful or persistent violation falls within the provisions of the Espionage Act. It must be clear that the lower rank given restrictions of this sort does not mean that they will be carelessly enforced, or that the occurrence of one violation makes another less unjustified. The basis of the distinction is simply that these two classes of rules serve different, but connected, purposes. It is important that all persons associated with the Project have a clear understanding of these rules and assist in carrying them out.

Obedience to all security provisions of the Project is a condition of employment, whether or not required by the Espionage Act.

I - COMMUNICATION - GENERAL

(A) There must be no conversation outside the Technical Area, or in the presence of unauthorized persons, and no information in personal letters, conveying any of the following kinds of information:

1. The purpose of the Project.
2. The general problems being worked on.
3. Technical data connected with 1 or 2 above.
4. The scheduling or general progress of the work.
5. Any overall account of the personnel employed on the project.
6. The procurement or presence here of essential materials and installations.
7. The connection of this project with any other installation elsewhere.

By "unauthorized persons" are meant those whom *you do not know* personally to have the permission of their group or division leaders or the director to receive the information.

A single exception to the above rule is permissible. Discussion outside the Technical Area of classified matters is permitted, *if necessary*, provided extreme precautions are taken to assure the conversation cannot be overheard by any unauthorized person (in the sense of the above definition).

(B) There must be no conversation outside the Post, or in the presence of unauthorized persons, and no information in personal letters, conveying any of the following kinds of information:

1. The professions or former connections of persons working in the Technical Area.

2. The name of the contractor under whom the Project is being run.

3. The size of the project or post, or other significant features such as water supply, fire-protection installations, etc.

4. The general kinds of work going on in the Technical Area. We are engineers; the technical area should be called only "the Technical Area."

5. Your address P.O. Box 1663, Santa Fe, New Mexico, may be given to family, friends, and in private business dealings.

6. Do not give your address to professional societies or journals to which any large number of project members belong; do not correspond with them by direct mail from Santa Fe. For such purposes use a private forwarding address or P. O. Box 5370, Metropolitan Station,

Los Angeles 55, California. This address may also be used for personal dealings in cases where you do not think it advisable to reveal your location. Mail sent to you there should be addressed simply: Joseph Doe, P. O. Box 5370, etc. Mail which you wish sent through the latter forwarding address should be brought to the security office.

6a. Persons who think it inadvisable to purchase technical books themselves may do so through the security office.

7. Technical queries to companies, universities, etc., about information, catalogues, or equipment for our work must not be handled individually, but through the Procurement Office.

8. Do not post a personal letter anywhere but in the mail room of the Technical Area, or in the Trading Post mailroom.

9. Do not use the telephone except for Project business or necessary personal business. The number is restricted, and should not be given out except as project business requires. Personal long distance phone calls, if abso-

lutely necessary, will be charged to you by our operator. She must be notified in advance that it is a personal call. Urgent personal telegrams may be charged to the same account.

By "unauthorized persons" are meant persons who do not live in or have access to the Post, or who, though living here, have no reason to receive the particular class of information.

II - COMMUNICATION - CENSORSHIP

1. It is deemed necessary in the interests of security to institute censorship over all personal communications to or from any personnel at Site Y. Censorship has been instituted, accordingly, over all such communications under the provisions of paragraph 3d of War Department Training Circular No. 15 dated 16 February 1943, which provides as follows:

> d. "When the Military authorities deem it necessary in the interest of security, military censorship may be effected over all communications entering, leaving, and within any area, or to or from any personnel, under military jurisdiction within the continental limits of the United States."

2. Censorship will be conducted at a point outside the limits of Site Y and will be done by persons who are not known to you and whom you do not know. All censorship will be conducted by trained censorship officers in strict accordance with Army Regulations concerning censorship which provide in part as follows:

> "Censorship officers will respect and observe the confidential nature of information which comes into their possession. They will never discuss nor divulge any such matters either in public or private, except when the interest of the public service requires a report to higher authority. Persons revealing information obtained from letters during the course of censorship, other than in the course of official business, will be subject to disciplinary action."

3. Originators of official mail are responsible for seeing that such mail is not used to evade censorship.

4. Personal mail, including all types of letter mail, packages and parcels will be deposited only in receptacles provided for such purpose on the Post. The use of U. S. Post Office facilities in adjacent towns is specifically denied.

a. Letters will be mailed in unsealed envelopes. Packages

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and parcels should be wrapped and tied but not sealed.

b. All communications may carry the following return address:

RETURN ADDRESS:

Your Name
P.O. Box 1663,
Santa Fe, New Mexico.

c. Persons corresponding with personnel resident on the Project should be instructed to use only the following address:

Your Name
P.O. Box 1663
Santa Fe, New Mexico

d. Correspondence may be conducted in English, French, German, Italian, Spanish, Russian, Polish, Norwegian, and Swedish. Permission to use any other language must first be secured from the Intelligence Officer. Codes, ciphers, or any form of secret writing will not be used. Crosses, X's or other markings of a similar character are equally objectionable.

e. Mail received by the censors sealed will be returned to

the sender. No outgoing mail will be censored by excision or obliteration, but objectionable letters or letters which contain objectionable passages will be returned to the sender with a notation calling attention to the objectionable features. No censorship stamps or notations will be affixed to outgoing mail. Incoming mail will be opened and resealed after censorship with official censorship stamps and seals. No incoming mail will be excised.

f. Every effort will be made to avoid undue delay of the mail. In no event will any communication be held by the censor longer than 48 hours.

g. If the communication or envelope does not contain the full name of the sender, his or her full name will be written on a slip of paper and inclosed in the unsealed envelope. This will be removed before dispatch. Any mail which is particularly urgent will have a slip of paper securely fixed to the outside with the single word "Urgent" on it. This mail will receive first attention by the censors. It is contemplated, however, that except in

very unusual circumstances mail received before noon will be censored and dispatched the day it is received.

5. Unofficial telegrams must conform to the letter and spirit of the regulations in paragraph 8. Copies of outgoing telegrams must be filed in the Intelligence Office, Post Headquarters.

6. Use of telephone facilities on the Project will be permitted. All restrictions and regulations herein apply equally to the content of telephonic conversations. Use of telephones outside the Post to avoid censorship is prohibited.

7. There are set out below those items which your mail specifically may not contain. They should be read and applied in the light of what censorship is designed to accomplish:

a. To preserve to the greatest extent possible the secrecy of the entire Project and its connection with any other installation in the United States;

b. Its size, physical characteristics, the identity and numbers of the scientific personnel working at the Project, the extent to which security measures have been taken. These are items of information tending to give the enemy leads for further investigation leading to more important disclosures. Many

are items which, standing alone, are of little moment, but which, when continually conveyed to people in other parts of the country, tend to the creation of consistent rumors and reports which inevitably come to the ears of the enemy and focus their attention on this place.

c. To detect and intercept any incoming communications showing undue and unwarranted curiosity about the work going on.

Censorship is not interested in and will not report matters bearing upon the internal administration of the Post, violations of law or custom, or any other matters not bearing upon the purposes of censorship set out above.

8. The following should not be discussed in your letters:

a. Your present location, except that it is in New Mexico as disclosed by your address.

b. Identifiable names of administrative and scientific personnel. Common first names are permissible, pertaining to family or social affairs.

c. The professions of personnel employed at the Project.

d. The nature or any details

of your work.

e. The number of people at the Project, either military or civilian.

f. Any information regarding the size or area of the Project.

g. Any information concerning technical and/or maintenance equipment at the Project.

h. The amount and detailed description of housing constructed at the Project.

i. Any estimate of the duration of your job other than the duration of the war.

j. Any opinions or rumors concerning the Project.

k. Any material which may be in use at the Project.

l. Any information concerning these censorship regulations or any discourse on the subject of censorship.

9. Any and all persons resident on this Post have the privilege of notifying their outside correspondents of the single fact that censorship is in operation. The method of such notification, however, is

confined solely to the procedure described below:

> Persons who consider it necessary to notify a correspondent will secure a printed card, which will be furnished upon personal appearance at the Intelligence Office, Post Headquarters. This card will contain a brief statement concerning censorship, and will be inclosed in the outbound letter. Each person must request this card personally, except that one member of a family may appear for any other member of the family.

10. Photographs. Great care must be exercised in taking photographs, especially as regards subject matter which may appear in the background, such as signs, distinguishing buildings, or equipment. No photographs will be made of the following subjects:

> a. Any building or installation on the Post, except unidentifiable portions thereof.
>
> b. Any equipment, material or signs.
>
> c. Photographs of personnel other than of the sender's immediate family.

Home developing of film is permissible. If

film requires commercial development, it must be turned in to the Trading Post. Undeveloped film may not otherwise be taken or sent from the Post.

11. Persons desiring to send registered personal mail may bring it to the Security Office, Post Headquarters, where an officer will receipt for the letter and contents, and cause it to be registered in Santa Fe, by the examining officer. This procedure is wholly voluntary; registered mail may be mailed in the usual manner at the postal rooms on the post but must be left unsealed.

12. The rules set out above are intended as minimal requirements. Most of you have better knowledge of what is censorable than anyone else, and the ultimate success of censorship must depend upon your wholehearted cooperation and the exercise by you of judgment and discretion.

III - CLASSIFIED MATERIAL

(A) 1. Do not take *CONFIDENTIAL*, *SECRET*, or *SECRET-LIMITED* documents, or work in progress which is to be so classified, out of the Technical Area, without written authorization of the director or a division leader.

2. Do not leave work classified or classifiable *CONFIDENTIAL*, *SECRET*, or *SECRET-LIMITED* unattended. Erase blackboards, lock up papers in a locked file or vault, or burn.

3. Do not do work classifiable

CONFIDENTIAL, *SECRET*, or *SECRET-LIMITED* in your home, or anywhere outside the Technical Area. Any person having custody of classified material is personally responsi- for same. Any loss or other compromise of classified material, through simple negligence or carelessness, will be construed as warranting the most severe disciplinary action, short of prosecution.

4. Only persons who have been properly cleared and who have received written permission from their Group or Division Leaders or the Director may receive classified information.

(B) 1. Do not keep Technical books or other materials directly related to the work of the project in your residence or anywhere outside the Technical Area, except works of a quite general nature or which would not indicate the specific nature of our work.

2. All persons preparing, storing, or transmitting classified materials must be familiar with the detailed regulations which govern such procedures.

IV - SOCIAL AFFAIRS AND TRAVEL

It is a general policy of the project to minimize in every way possible the normal social connections of its employees with the outside world and to discourage travel away from the Santa Fe area. This policy makes necessary the most serious single restriction on personal freedom of all our

security regulations. Experience in other places has shown that the absence of such restriction involves a continual leakage of information, even though there is no demonstrable serious indiscretion on the part of any individual. A small amount of travel and social contact is permissible without endangering security. This means, however, that permission to leave the area or to visit friends and relatives can be granted only for exceptional reasons. For the administration of these restrictions to be as impartial as possible, the grounds of permission must be widely understood and accepted.

(B) 1. You may not receive visitors at the Site. Only persons may visit the Site who come on project business, whose presence here is necessary to the conduct of such business, and for whom permission has been obtained from the director or personnel director.

2. Permission to visit members of your family or intimate friends in Santa Fe or elsewhere will be granted in cases of serious personal emergency.

3. Do not establish or maintain social relations with residents of nearby communities.

4. Do not travel outside the Santa Fe area (between Taos and Albuquerque,

Las Vegas and Cuba, New Mexico) without special permission from the director. Permission will be granted for the following reasons: (1) For travel essential to the work of the project; (2) For serious personal emergencies.

Permission may be granted for minor excursions beyond the immediate boundaries here indicated provided (1) You do not have friends or family in the places which you visit (2) It is found that no security hazard is involved.

5. Project employees who come from nearby communities must abide by the above rules. Severing social relations does not mean avoiding friends on the streets of Santa Fe but it does mean avoiding all social visits and parties with friends and families. Employees whose families remain in nearby communities on a temporary basis until housing is available at the site may visit them. In all other cases Rule 5 above applies.

6. Vacations should be planned in such a way as to avoid violation of Rules 1 through 5 above.

7. For all emergency visits or trips outside the area defined above written application for permission

must be made on forms provided in the office of the contractor's security agent.

V - MISCELLANEOUS

1. Badges

a. Badges must be worn in the Technical Area. Report immediately any person seen in the Technical Area without a badge, or with a checkered badge and unaccompanied by a guard or staff member.

b. Badges should not be worn outside the military reservation.

c. Report loss of badges or passes immediately to the Technical Area pass desk, or to the Security Office, Post Administration Building.

2. Do not fill out questionnaires, license applications, insurance forms, etc., without first consulting contractor's security office as to the propriety of the information you are asked to give.

3. Do not take any pictures in the Post or in the Technical Area. Pictures may be taken only within houses or well outside the military reservation. This rule excepts technical photography necessary in the work of the Technical Area, and subject to the rules of classification.

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